

C. I.



# TRAINING MANUAL

DOMINION BUREAU OF STATISTICS

FORM 62



# TRAINING TIME-TABLE

(for classes requiring Agriculture instructions)

<u>Times</u>		<u>Topic</u>	<u>Minutes</u>
<u>First Day</u>			
9:00-9:20 A.M.	I	Introduction	20
9:20-9:35		Exercise A	15
9:35-9:50	II	Maps and Coverage	15
9:50-10:05		{ Exercise B - (Urban E.A.'s only) OR Exercise B - (Rural E.A.'s only) }	15
10:05-10:20	III	Basic Definitions	15
10:20-10:30		Exercise C	10
10:30-10:40		Break Period	10
	IV	The Visitation Record - Form 1	
10:40-11:00		A. Section I - Private-Type Dwellings	20
11:00-11:25		B. Practice Interviews	25
11:25-11:30		C. Sections II and III - Collective, Vacant and Under Construction Dwellings	5
	V	The Population Questionnaire - Form 2A	
11:30-11:45		A. General	15
11:45-12:00		Exercise D	15
	V	The Population Questionnaire - Form 2A	
1:00-1:20 P.M.		B. Questions 1 to 15	20
1:20-1:45		C. Practice Interviews, Questions 1 to 15	25
1:45-2:00		D. Questions 16 to 18	15
2:00-2:15		{ Exercise E - (Urban E.A.'s only) OR Exercise E - (Rural E.A.'s only) }	15
2:15-2:35		E. Questions 19 to 23	20
2:35-2:55		{ Exercise F - (Urban E.A.'s only) OR Exercise F - (Rural E.A.'s only) }	20
2:55-3:05		Break Period	10
3:05-3:20		F. Questions 24 to 26	15
3:20-3:45		{ G. Practice Interviews - Questions 16 to 26 - (Urban E.A.'s only) OR H. Practice Interviews - Questions 16 to 26 - (Rural E.A.'s only) }	25
3:45-4:00		I. Test Documents	15
<u>Second Day</u>			
9:00-9:15 A.M.	VI	Population - (Temporary Residents) - Form 3	15
9:15-9:20	VII	Individual Population Form - Form 5	5
	VIII	The Housing Questionnaire - Form 2B	
9:20-9:55		A. Questions A to 6	35
9:55-10:05		B. Practice Interview, Questions A to 6	10
10:05-10:20		C. Questions 7 to 20	15



<u>Times</u>	<u>Topic</u>	<u>Minutes</u>
<u>Second Day</u>		
10:20-10:35	D. Practice Interview, Questions 7 to 20	15
10:35-10:45	Break Period	10
10:45-10:55	E. Questions 21 to 28	10
10:55-11:10	F. Practice Interviews, Questions 21 to 28	15
	IX Population (Sample) - Form 4	
11:10-11:25	A. When and How to Use it	15
11:25-11:35	Exercise G	10
11:35-11:40	B. Identification Entries and Questions 1 to 5	5
11:40-12:00	C. Practice Interview	20
1:00-1:15 P.M.	X Agriculture - Form 7	15
1:15-1:35	XI Merchandising and Service Establishment Questionnaire - Form 10	20
1:35-1:45	Exercise H	10
1:45-1:50	XII Enumeration Procedures	5
1:50-2:05	XIII Administrative Forms	15
2:05-2:15	Break Period	10
2:15-4:00	XIV Review of Population and Housing	105
<u>Third Day</u>		
9:00-9:20 A.M.	XV The Enumeration of Agriculture Holdings	20
9:20-9:35	Exercise A	15
9:35-9:50	XVI How to make entries and Questionnaire Identification	15
9:50-10:00	Exercise B	10
10:00-10:20	XVII Questions 4 to 7 and Use of Maps	20
10:20-10:35	Exercise C	15
10:35-10:45	Break Period	10
10:45-11:00	XVIII Questions 8 to 82	15
11:00-11:30	Exercises D and E	30
11:30-11:40	XIX Questions 83 to 140	10
11:40-11:50	Exercise F	10
11:50-12:00	XX Questions 141 to 145	10
1:00-1:15 P.M.	Exercise G	15
1:15-1:25	XXI Questions 146 to 151	10
1:25-1:40	Exercise H	15
1:40-1:50	XXII Questions 152 to 192	10
1:50-2:00	XXIII Forms 17 and 18	10
2:00-2:10	XXIV Irrigation Questionnaire - Form 8 (For the Provinces of Ontario, Saskatchewan, Alberta and British Columbia only)	10
2:10-3:10	XXV Practice Interview	60
3:10-3:20	Break Period	10
3:20-3:30	XXVI Woodland Questionnaire - Form 9	10
3:30-4:00	Exercise I	30



TRAINING TIME-TABLE

(for classes not requiring Agriculture instructions)

<u>Times</u>		<u>Topic</u>	<u>Minutes</u>
<u>First Day</u>			
9:00-9:20	I	Introduction	20
9:20-9:35		Exercise A	15
9:35-9:50	II	Maps and Coverage	15
9:50-10:05		{ Exercise B - (Urban E.A.'s only) OR Exercise B - (Rural E.A.'s only) }	15
10:05-10:20	III	Basic Definitions	15
10:20-10:30		Exercise C	10
10:30-10:40		Break Period	10
	IV	The Visitation Record - Form 1	
10:40-11:00		A. Section I - Private-Type Dwellings	20
11:00-11:25		B. Practice Interviews	25
11:25-11:30		C. Sections II and III - Collective, Vacant and Under Construction Dwellings	5
	V	The Population Questionnaire - Form 2A	
11:30-11:45		A. General	15
11:45-12:00		Exercise D	15
<u>Second Day</u>			
	V	The Population Questionnaire - Form 2A	
9:00-9:20		B. Questions 1 to 15	20
9:20-9:45		C. Practice Interviews, Questions 1 to 15	25
9:45-10:00		D. Questions 16 to 18	15
10:00-10:15		{ Exercise E - (Urban E.A.'s only) OR Exercise E - (Rural E.A.'s only) }	15
10:15-10:35		E. Questions 19 to 23	20
10:35-10:55		{ Exercise F - (Urban E.A.'s only) OR Exercise F - (Rural E.A.'s only) }	20
10:55-11:05		Break Period	10
11:05-11:20		F. Questions 24 to 26	15





<u>Times</u>		<u>Topic</u>	<u>Minutes</u>
<u>Second Day</u>			
11:20-11:45		{ G. Practice Interviews - Questions 16 to 26 - (Urban E.A.'s only) OR H. Practice Interviews - Questions 16 to 26 - (Rural E.A.'s only)	25
11:45-12:00		I. Test Documents	15
<u>Third Day</u>			
9:00-9:15	VI	Population - (Temporary Residents) - Form 3	15
9:15-9:20	VII	Individual Population Form - Form 5	5
	VIII	The Housing Questionnaire - Form 2B	
9:20-9:55		A. Questions A to 6	35
9:55-10:05		B. Practice Interview, Questions A to 6	10
10:05-10:20		C. Questions 7 to 20	15
10:20-10:35		D. Practice Interview, Questions 7 to 20	15
10:35-10:45		Break Period	10
10:45-10:55		E. Questions 21 to 28	10
10:55-11:10		F. Practice Interviews - Questions 21 to 28	15
	IX	Population (Sample) - Form 4	
11:10-11:25		A. When and How to Use it	15
11:25-11:35		Exercise G	10
11:35-11:40		B. Identification Entries and Questions 1 to 5	5
11:40-12:00		C. Practice Interview	20
<u>Fourth Day</u>			
9:00-9:15	X	Agriculture - Form 7	15
9:15-9:35	XI	Merchandising and Service Establishment Questionnaire - Form 10	20
9:35-9:45		Exercise H	10
9:45-9:50	XII	Enumeration Procedures	5
9:50-10:05	XIII	Administrative Forms	15
10:05-10:15		Break Period	10
10:15-12:00	XIV	Review of Population and Housing	105



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TIME-TABLE AND TABLE OF CONTENTS

(for classes not requiring Agriculture instructions)

<u>Times</u>		<u>Topic</u>	<u>Minutes</u>	<u>Page</u>
<u>First Day</u>				
9:00-9:20	I	Introduction	20	1
9:20-9:35		Exercise A	15	4
9:35-9:50	II	Maps and Coverage	15	6
9:50-10:05		{ Exercise B - (Urban E.A.'s only) OR Exercise B - (Rural E.A.'s only) }	15	{ 10 12 }
10:05-10:20	III	Basic Definitions	15	14
10:20-10:30		Exercise C	10	16
10:30-10:40		Break Period	10	
	IV	The Visitation Record - Form 1		
10:40-11:00		A. Section I - Private-Type Dwellings	20	18
11:00-11:25		B. Practice Interviews	25	22
11:25-11:30		C. Sections II and III - Collective, Vacant and Under Construction Dwellings	5	27
	V	The Population Questionnaire - Form 2A		
11:30-11:45		A. General	15	29
11:45-12:00		Exercise D	15	32
<u>Second Day</u>				
	V	The Population Questionnaire - Form 2A		
9:00-9:20		B. Questions 1 to 15	20	34
9:20-9:45		C. Practice Interviews, Questions 1 to 15	25	38
9:45-10:00		D. Questions 16 to 18	15	44
10:00-10:15		{ Exercise E - (Urban E.A.'s only) OR Exercise E - (Rural E.A.'s only) }	15	{ 47 48 }
10:15-10:35		E. Questions 19 to 23	20	49
10:35-10:55		{ Exercise F - (Urban E.A.'s only) OR Exercise F - (Rural E.A.'s only) }	20	{ 54 56 }
10:55-11:05		Break Period	10	

## II

<u>Times</u>	<u>Topic</u>	<u>Minutes</u>	<u>Page</u>
<u>Second Day</u>			
11:05-11:20	F. Questions 24 to 26	15	58
11:20-11:45	G. Practice Interviews - Questions 16 to 26 - (Urban E.A.'s only)	25	61
	OR H. Practice Interviews - Questions 16 to 26 - (Rural E.A.'s only)		66
11:45-12:00	I. Test Documents	15	69
<u>Third Day</u>			
9:00-9:15	VI Population - (Temporary Residents) - Form 3	15	71
9:15-9:20	VII Individual Population Form - Form 5	5	74
	VIII The Housing Questionnaire - Form 2B		
9:20-9:55	A. Questions A to 6	35	76
9:55-10:05	B. Practice Interview, Questions A to 6	10	82
10:05-10:20	C. Questions 7 to 20	15	84
10:20-10:35	D. Practice Interview, Questions 7 to 20	15	86
10:35-10:45	Break Period	10	
10:45-10:55	E. Questions 21 to 28	10	90
10:55-11:10	F. Practice Interviews - Questions 21 to 28	15	93
	IX Population (Sample) - Form 4		
11:10-11:25	A. When and How to Use it	15	97
11:25-11:35	Exercise G	10	99
11:35-11:40	B. Identification Entries and Questions 1 to 5	5	100
11:40-12:00	C. Practice Interview	20	102
<u>Fourth Day</u>			
9:00-9:15	X Agriculture - Form 7	15	107
9:15-9:35	XI Merchandising and Service Establishment Questionnaire - Form 10	20	110
9:35-9:45	Exercise H	10	116
9:45-9:50	XII Enumeration Procedures	5	117
9:50-10:05	XIII Administrative Forms	15	118
10:05-10:15	Break Period	10	
10:15-12:00	XIV Review of Population and Housing	105	120
<u>June 2</u>			
9:00-12:00	Class Review of Enumerators' Work on June 2	180	187

# III

## TIME-TABLE AND TABLE OF CONTENTS

(for classes requiring Agriculture instructions)

<u>Times</u>		<u>Topic</u>	<u>Minutes</u>	<u>Page</u>
<u>First Day</u>				
9:00-9:20	A.M.	I Introduction	20	1
9:20-9:35		Exercise A	15	4
9:35-9:50		II Maps and Coverage	15	6
9:50-10:05		{ Exercise B - (Urban E.A.'s only) OR Exercise B - (Rural E.A.'s only) }	15	{ 10 12 }
10:05-10:20		III Basic Definitions	15	14
10:20-10:30		Exercise C	10	16
10:30-10:40		Break Period	10	
		IV The Visitation Record - Form 1		
10:40-11:00		A. Section I - Private-Type Dwellings	20	18
11:00-11:25		B. Practice Interviews	25	22
11:25-11:30		C. Sections II and III - Collective, Vacant and Under Construction Dwellings	5	27
		V The Population Questionnaire - Form 2A		
11:30-11:45		A. General	15	29
11:45-12:00		Exercise D	15	32
		V The Population Questionnaire - Form 2A		
1:00-1:20	P.M.	B. Questions 1 to 15	20	34
1:20-1:45		C. Practice Interviews, Questions 1 to 15	25	38
1:45-2:00		D. Questions 16 to 18	15	44
2:00-2:15		{ Exercise E - (Urban E.A.'s only) OR Exercise E - (Rural E.A.'s only) }	15	{ 47 48 }
2:15-2:35		E. Questions 19 to 23	20	49
2:35-2:55		{ Exercise F - (Urban E.A.'s only) OR Exercise F - (Rural E.A.'s only) }	20	{ 54 56 }

## IV

<u>Times</u>		<u>Topic</u>	<u>Minutes</u>	<u>Page</u>
<u>First Day</u>				
2:55-3:05		Break Period	10	
3:05-3:20		F. Questions 24 to 26	15	58
3:20-3:45		<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 10px;">{</div> <div>           G. Practice Interviews - Questions 16 to 26 - (Urban E.A.'s only)            OR            H. Practice Interviews - Questions 16 to 26 - (Rural E.A.'s only)         </div> <div style="font-size: 3em; margin-left: 10px;">}</div> </div>	25	<div style="font-size: 3em; margin-right: 10px;">{</div> <div>61</div> <div style="font-size: 3em; margin-left: 10px;">}</div> <div style="font-size: 3em; margin-right: 10px;">{</div> <div>66</div> <div style="font-size: 3em; margin-left: 10px;">}</div>
3:45-4:00		I. Test Documents	15	69
<u>Second Day</u>				
9:00-9:15	A.M.	VI Population - (Temporary Residents) - Form 3	15	71
9:15-9:20		VII Individual Population Form - Form 5	5	74
		VIII The Housing Questionnaire - Form 2B		
9:20-9:55		A. Questions A to 6	35	76
9:55-10:05		B. Practice Interview, Questions A to 6	10	82
10:05-10:20		C. Questions 7 to 20	15	84
10:20-10:35		D. Practice Interview, Questions 7 to 20	15	86
10:35-10:45		Break Period	10	
10:45-10:55		E. Questions 21 to 28	10	90
10:55-11:10		F. Practice Interviews, Questions 21 to 28	15	93
		IX Population (Sample) - Form 4		
11:10-11:25		A. When and How to Use it	15	97
11:25-11:35		Exercise G	10	99
11:35-11:40		B. Identification Entries and Questions 1 to 5	5	100
11:40-12:00		C. Practice Interview	20	102
1:00-1:15	P.M.	X Agriculture - Form 7	15	107
1:15-1:35		XI Merchandising and Service Establishment Questionnaire - Form 10	20	110
1:35-1:45		Exercise H	10	116
1:45-1:50		XII Enumeration Procedures	5	117

<u>Times</u>		<u>Topic</u>	<u>Minutes</u>	<u>Page</u>
<u>Second Day</u>				
1:50-2:05		XIII Administrative Forms	15	118
2:05-2:15		Break Period	10	
2:15-4:00		XIV Review of Population and Housing	105	120
<u>Third Day</u>				
9:00-9:20	A.M.	XV The Enumeration of Agriculture Holdings	20	134
9:20-9:35		Exercise A	15	139
9:35-9:50		XVI How to make entries and Questionnaire Identification	15	141
9:50-10:00		Exercise B	10	145
10:00-10:20		XVII Questions 4 to 7 and Use of Maps	20	146
10:20-10:35		Exercise C	15	150
10:35-10:45		Break Period	10	
10:45-11:00		XVIII Questions 8 to 82	15	151
11:00-11:30		Exercises D and E	30	154
11:30-11:40		XIX Questions 83 to 140	10	155
11:40-11:50		Exercise F	10	156
11:50-12:00		XX Questions 141 to 145	10	157
1:00-1:15	P.M.	Exercise G	15	158
1:15-1:25		XXI Questions 146 to 151	10	159
1:25-1:40		Exercise H	15	161
1:40-1:50		XXII Questions 152 to 192	10	162
1:50-2:00		XXIII Forms 17 and 18	10	165
2:00-2:10		XXIV Irrigation Questionnaire - Form 8 (For the Provinces of Ontario, Saskatchewan, Alberta and British Columbia only)	10	167
2:10-3:10		XXV Practice Interview	60	169
3:10-3:20		Break Period	10	
3:20-3:30		XXVI Woodland Questionnaire - Form 9	10	184
3:30-4:00		Exercise I	30	186
<u>June 2</u>				
9:00-12:00		Class Review of Enumerators' Work on June 2	180	187

## VI

### GENERAL INSTRUCTIONS FOR TRAINING ENUMERATORS

Following are a few instructions to assist you in preparing for and conducting the training sessions.

#### Before the Training

##### 1. Prepare the Training Room.

The training room should be of adequate size, well lighted and ventilated.

Before the training sessions begin you should:

- (1) Have sufficient tables and chairs for trainees.
- (2) Prepare name cards and place them at the tables.
- (3) Prepare a seating plan for your own use.
- (4) Display a Master map of your area in a prominent place.
- (5) Post a copy of the Training Time-Table where all may see it.
- (6) Have on hand a blackboard, chalk and erasers.

##### 2. Study this Manual.

The manner in which you conduct your training sessions will have an important bearing on the success of the Census. You will be able to instruct your Enumerators properly only if you have studied this Manual carefully and have practiced using it. Do this by reading it aloud, word for word, slowly and distinctly several times before coming to class. You will find that with practice, you are able to look up from the page frequently, and still read smoothly and with proper emphasis.

Make certain you understand the symbols used in this Manual before you start to instruct. They are as follows:

- (1) Words in a box like this   indicate some action you (the instructor) must take, e.g., display a Form. Do not read the words in the box aloud in class.
- (2) Four dashes like this ---- means that you should pause in your instruction to allow the trainee to do certain things, e.g., locate a form in his Portfolio.
- (3) A double star like this \* followed by instructions in quotation marks indicates that the material has been taken directly from the Enumeration Manual.
- (4) A dash line like this \_\_\_\_\_ indicates that you are to call on a trainee by name to answer a question, to read from the Manual, etc.



### During the Training

#### 1. Create the Proper Atmosphere.

Your attitude during the training session, while friendly and informal, should leave the trainees with no doubts about their responsibilities for the important task ahead. Obtain the co-operation of the group, by showing them that you are anxious to assist them in every possible way. Always be approachable and encourage Enumerators to bring their problems to you.

#### 2. The Time-Table.

A Time-Table has been provided to guide you during the training session.

- (1) If Agriculture instruction is not required in your District, use the Time-Table shown on Page I . It provides for four half-days of instruction.
- (2) In Districts where Agriculture instruction is necessary, the Time-Table on Page III must be used. It provides for three full days of training. If some Enumerators in your class have E.A.'s without farms, the Enumerator's of these E.A.'s are not to attend class on the third day.

It is very important that you follow the Time-Table carefully. You will be able to keep pace with it only if you do not digress from the material provided in this Manual. Naturally your oral instruction will be interrupted by questions from the trainees. Remember to return to the prepared text as soon as you have answered them.

You should cover all the material shown under "Procedure". To do so, you will have to budget your time carefully. If you finish a section ahead of time, go on to the next section because it may take more than the allotted time.

#### 3. Trainee Participation.

The training programme includes oral questions, exercises and practice interviews to ensure trainee participation. See that all have an opportunity to take an active part and that the class is not dominated by one or two individuals. While trainees should feel free to ask questions, you may have to limit discussion on some of them because of the considerable amount of material you have to cover. Do not take time to discuss a question or point that is puzzling one trainee but is easily understood by the rest of the class. Have the particular person see you later and clear the point with him then. Also, questions which will be covered by later training topics should be held until that point in the training is reached. Avoid class discussion of unusual or infrequent situations which only a few Enumerators will encounter. Use your knowledge of the area to judge whether the situation is of sufficient importance to warrant general discussion.

#### 4. Use of Enlarged Documents.

You have been specifically instructed at a number of points in the training programme to use the enlarged Forms 2A or 2B. Do not feel their use is limited to these occasions. Use them whenever you feel a reference to them would help to answer a question or demonstrate a point.

## VIII

### LIST OF MATERIALS REQUIRED FOR TRAINING IN ORDER OF USE.

#### First Half-Day

1. Master Map of your District.
2. Training Time-Table - to be posted.
3. Name card for each trainee's desk.
4. Instruction Attendance Record - Form 39.
5. Seating Plan.
6. Spare Enumerators' Portfolios.
7. Spare Enumeration Manuals.
8. Your copy of Enumeration Manual.
9. Training Work Book - Population - Form 63.
10. The Visitation Record - Form 1.
11. Notice of Enumerator's Call - Form 22.
12. Postal Check Card - Form 11.
13. Enlarged Form 2A - Part I.
14. Enumeration Book.
15. Mark-sense pencil.
16. Special Marking Pen for enlarged documents.
17. Special Eraser.
18. Individual E.A. maps - for distribution to Enumerators not receiving Agriculture instructions.

#### Second Half-Day

1. Instruction Attendance Record - Form 39.
2. Seating Plan.
3. Your copy of Enumeration Manual.
4. Enumeration Book.
5. Training Work Book - Population - Form 63.
6. Special Marking Pen for enlarged documents.
7. Enlarged Form 2A - Part II.
8. Package labelled: "30 Forms 2A For Testing Enumerators' Marking".
9. Individual E.A. maps - for distribution to Enumerators receiving Agriculture instructions.

#### Third Half-Day

1. Instruction Attendance Record - Form 39.
2. Seating Plan.
3. Your copy of Enumeration Manual.
4. Training Work Book - Population - Form 63.
5. Population - (Temporary Residents) - Form 3.
6. Envelope for Forms 3 - Form 15.
7. Individual Population Form - Form 5.
8. Both parts of enlarged Housing Document.
9. Special Marking Pen for enlarged documents.
10. Enumeration Book.
11. Pad of Population (Sample) - Forms 4.

## Fourth Half-Day

1. Instruction Attendance Record - Form 39.
2. Seating Plan.
3. Your copy of Enumeration Manual.
4. Training Work Book - Population - Form 63.
5. Agriculture - Form 7.
6. Form 10 Folio.
7. Form 57 - Enumerator's Account - For Instruction.
8. Form 51 - Enumerator's Account - For Enumeration.
9. Form 13 - Enumerator's List of Supplies.
10. Enumerators' Supplies - for distribution to Enumerators not taking Agriculture instructions.
11. Forms 52 and 54 (Account Forms for private instruction of Enumerators with Type "E" areas).

Note: Commissioners giving Agriculture instructions on the third full day will require the following:

1. Instruction Attendance Record - Form 39.
2. Seating Plan.
3. Your copy of Enumeration Manual.
4. Agricultural Questionnaire - Form 6.
5. Training Work Books - Agriculture Form 64 - for distribution to Enumerators.
6. Your copy of Training Work Book - Agriculture - Form 64.
7. Forms 16, 17 and 18.
8. Enumerator's Account - For Instruction - Form 51 and Listing of Non-resident Operators - Form 51A.
9. Irrigation Questionnaire - Form 8 - if applicable.
10. Form 19 - Envelope for Irrigation Questionnaires.
11. Woodland Questionnaire - Form 9.
12. Form 21 - Envelope for Woodland Questionnaires.
13. Enumerators' Supplies - for distribution to Enumerators taking Agriculture instructions.



## I - Introduction

Points to cover	Procedure
1. Preparatory duties	<div data-bbox="363 233 860 427" style="border: 1px solid black; padding: 10px;"> <p>Before trainees arrive see that:</p> <ol style="list-style-type: none"> <li>(1) a Master Map of your district is on display;</li> <li>(2) your name, address and phone number are on the blackboard;</li> <li>(3) a training Time-Table is posted;</li> <li>(4) a name card is placed at each trainee's desk; and</li> <li>(5) the following materials are at your desk:               <ol style="list-style-type: none"> <li>(a) Instruction Attendance Record (Form 39)</li> <li>(b) a seating plan</li> <li>(c) spare Enumerators' Portfolios</li> </ol> </li> </ol> </div>
2. Introduction	<p>Good morning (or afternoon). As you know, my name is _____. My job is to train you, help you with enumeration problems and check your work. As I call your name, please raise your hand.</p> <div data-bbox="363 559 860 615" style="border: 1px solid black; padding: 10px;"> <p>Call each trainee's name from the Instruction Attendance Record (Form 39) and record attendance.</p> </div>
3. Enumerator's responsibilities	<p>Our training sessions will start each day at nine o'clock sharp. Please be on time. Later today look at the Time-Table I have posted or the one in your Population Training Work Book. It shows that we have a very full schedule and we must not waste time.</p> <p>Each of you has signed an Oath of Office. You are required by law to regard as confidential all information obtained from respondents. If you reveal such information you are liable to a fine or imprisonment.</p> <p>Secrecy is probably your most important responsibility but there are others which are also important:</p> <ol style="list-style-type: none"> <li>(1) You must make certain that you clearly understand all instructions. <u>When in doubt - Ask.</u></li> <li>(2) You must obtain complete and accurate information for all questions on the census schedules.</li> <li>(3) Bring your problems during enumeration to me for decision. Do not consult other Enumerators.</li> <li>(4) The assistance of unauthorized persons is not permitted. Not even the members of your family should see your completed schedules.</li> </ol>

Points to cover	Procedure
<p>4. Enumeration Manual</p>	<p>(5) You must not combine your census duties with any other occupation, such as canvassing for personal gain or for any organization.</p> <p>(6) Census enumeration is a full-time job and you must spend at least 8 hours a day on it. If you have an urban enumeration area, you must complete your assignment in <u>two weeks</u>. In rural areas, <u>three weeks</u> is the maximum time allowed.</p> <p>Please take your Enumeration Manual out of your Portfolio. Does anyone need a Manual?</p> <div data-bbox="332 427 826 471" style="border: 1px solid black; padding: 5px; text-align: center;">Distribute Manuals if required.</div>
<p>(1) Study and consult Manual</p>	<p>I cannot emphasize too strongly the importance of becoming thoroughly familiar with the Manual. We will consult it frequently but it is impossible for us to cover all the detailed material in it. Therefore, you must study it carefully before you start to enumerate.</p> <p>Also, refer to your Manual when you have enumeration problems. You may not remember <u>all</u> the rules for every situation but <u>we do expect you to consult your Manual for the answers.</u></p>
<p>(2) How to use the Manual</p>	<p>Let us spend some time now becoming familiar with the Manual. Later, we will have a test to find out if you can use it properly.</p>
<p>(a) Table of Contents</p>	<p>Turn now to the Table of Contents at the front of the Manual.--- Notice the main Divisions of this Table. For example "A" covers the "Introduction", "B" the "Importance of Complete Coverage", "C" "Enumeration Procedure " and so on.</p> <p><u>Ques.</u> Which Division covers the Enumeration of Population and Housing, _____?</p> <p><u>Ans.</u> Division E.</p> <p>Look at Sections 56 to 79 of Part III of Division E.--- The items on the Population Questionnaire are listed here in the order in which they appear on the Form 2A. Those on the Housing Questionnaire start at Section 80. If you have a problem with a particular question you will find the answer most quickly by looking here first.</p> <p><u>Ques.</u> Suppose you have a problem on religious denomination. What section and page numbers are shown in the Table of Contents for this question, _____?</p> <p><u>Ans.</u> Section 67, Page 34.</p>

## Points to cover

## Procedure

Now, turn to that page and section and see for yourself that all details on religious denomination are shown there.

Allow trainees a minute or two to check this.

Ques. What section and page numbers are shown for Question 15.- Principal Heating Equipment - on the Housing Questionnaire, \_\_\_\_\_?

Ans. Section 95, Page 62.

(b) Index

The last item in the Table of Contents is the "Index". Turn to Page 115 and we will see how it can also be used to find information. ---- It lists all topics in alphabetical order and is more detailed than the Table of Contents. For example, you may have a problem in connection with converted dwellings. The easiest way to solve it is to look up the term in the Index. You will notice that it is listed twice as: "converted dwellings" and "dwellings, converted". Will everyone check this, please?

Ques. What section and page numbers are listed in the Index for converted dwellings, \_\_\_\_\_?

Ans. Sections 82(4), 84(1), Pages 55, 58.

Let us consider another example. In each household you must determine who is the head and how to record this. In such cases, consult your Index. Will everyone please look up "Head of Household" in the Index and see what is listed there?

Allow time to do so.

Note that the section and page numbers are shown for:

- Head of household, how to determine;

and

- Head of household, name on VR.

Now, we will have a test to see how well you can use the Table of Contents and the Index. Please turn to Page 84 in your Training Work Book and complete Exercise A.

EXERCISE A

NOTE TO COMMISSIONER: Allow trainees 10 minutes to do this exercise. Correct it by calling on the various trainees in turn to read their answer. (Correction time - 5 minutes.) Advise those unable to finish the exercise to complete it at home. Tell them that the correct answers will be found on Page 100 of the Work Book.

Questions & Answers

1. Give the Section and Page Numbers as listed in the Table of Contents for the following items:

	<u>Section</u>	<u>Page</u>
(a) Why the Census is taken	...2...	..13..
(b) How to handle difficult cases	..11(4)	..17..
(c) Population Questionnaire - Question A, Household Number on Form 2A	..57(1)	..28..
(d) Confidential nature of Census information	...4...	..13..
(e) Population Questionnaire - Question 6, Single, Married, Widowed or Divorced	..62...	..31..

2. Turn to the Section and Page Numbers you have listed in Question 1 to determine if the following statements are true or false:

	<u>True</u>	<u>False</u>
(a) The only purpose for taking the Census is to determine representation in the House of Commons	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) It is necessary to mark one space on each line when marking Question A - Household Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) You must not let anyone but Census officials go with you on your visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) For purposes of Question 6 of the Population Questionnaire, "married" is to be marked for each person whose husband or wife is living unless they have obtained a divorce.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



3. Instructions relating to "usual place of residence" are given in a number of places throughout the Manual. List all the references shown in the Index for this topic in the space provided.

Section	Page
Inside front cover	Inside front cover
6(2), 24, 29	14, 20, 21
31(1), 33, 46	22, 23, 25
55, 105(2)	27, 67
112(5), 113(2)	72

4. Such terms as "closed dwelling", "vacant dwelling", "own business-class of worker", "job", "apt., flat, etc. (duplex)", are carefully defined in your Manual. Use your Index to find the location of these and by consulting them indicate whether the following statements are true or false:

- |   | <u>True</u>                         | <u>False</u>                        |
|---|-------------------------------------|-------------------------------------|
| (a) The terms "closed dwelling" and "vacant dwelling" mean the same thing for census purposes. All "closed dwellings" are unoccupied and thus are vacant. Similarly, all "vacant dwellings" are closed up | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (b) A person who contracts to do a job is considered as having his own business   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (c) A student who works part-time is not considered as having a "job"   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (d) If a structure contains two dwelling units only, and these are built one above the other, each dwelling is considered as an "apartment, flat, etc. (duplex)".   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

## II - Maps &amp; Coverage

Points to cover	Procedure
1. Complete coverage essential	<p>The Census can succeed only if every person, dwelling and farm is enumerated. Totals for Canada are obtained by adding the facts you collect to those of all other Enumerators. They will be correct only if each of you visits each dwelling in your enumeration area - that is, your E.A. For example, if <u>one</u> dwelling was missed by <u>each</u> Enumerator our total population could be short by 100,000 and 12,000 farms could be missed.</p> <p>No one wants to see that happen. We will spend the next few minutes discussing things <u>you</u> can do to prevent it.</p> <p>To be certain you will not miss anyone, you must know the territory for which you are responsible, and then cover it systematically.</p>
2. Check your map	<p>I will give you a map of your E.A. at the close of today's session. Study it carefully tonight, and during the week, visit your E.A. to see that the map describes it correctly. See me immediately if, after this check, you are uncertain of your area.</p> <p>Look at the sample maps on Pages 20 and 21 of your Work Book. ---- The one on the left is an urban map and the one on the right is rural.</p> <div data-bbox="353 704 847 745" style="border: 1px solid black; padding: 5px; text-align: center;">Skip to Section 4, if you have no urban Enumerators.</div>
3. URBAN E.A.'s	<p><u>Urban E.A.'s Only</u></p> <p>Blocks on the urban map have been numbered to show the order in which they must be covered. You are responsible for all blocks shown on your map - <u>cover these and no others.</u></p> <p>In each block start at one corner and go around it completely in a clockwise direction. This is demonstrated by the arrows in Block 1 on the sample map. ---- Thus, as you walk along each street in the block the houses you must visit will always be on your right.</p> <p>By covering the block in this manner you will enumerate only one side of a street at a time, and will complete the enumeration of one block before starting another.</p>
(1) E.A.'s sub-divided into blocks	
(2) Cover blocks in a clockwise direction	
(3) One side of street only at a time	

## Points to cover

## Procedure

Do not go back and forth across the street. This is particularly important for streets that form the boundary of your E.A. Your Work Book map shows First Ave., King St., Fourth Ave. and Prince St., as boundary streets. ---- The boundary line runs down the centre of these streets. Thus, only one side is included in this E.A. - that is, the south side of First Ave., the west side of King St., the north side of Fourth Ave. and the east side of Prince St. Enumerators in adjoining E.A.'s will cover the other side of these streets. If both sides of the boundary streets were covered by this Enumerator, some people would be counted twice and he would be doing work for which he would not be paid.

Follow the rules I have given you and you should not have these problems.

Look at your Work Book map. ----

Ques. The northwest corner is the starting point in Block 2. Name the streets in this block in the order in which they will be enumerated, \_\_\_\_\_?

Ans. Second Ave., Queen St., Third Ave. and Prince St.

Ques. When canvassing Block 2, should both sides of Queen St. be enumerated, \_\_\_\_\_?

Ans. No.

Ques. Why?

Ans. Because only one side, the west side, is in Block 2.

Ques. When will the other side be covered?

Ans. With the enumeration of Block 3.

Ques. Are both sides of Prince St. included in this E.A., \_\_\_\_\_?

Ans. No.

Ques. Why?

Ans. Because it is a boundary street with the boundary line running down the centre of the street. The east side only is in this area. The other side will be covered by another Enumerator.

(4) E.A.'s without block pattern

Some areas will not be organized into blocks but will have dwellings strung out along streets or roads. The boundaries of these E.A.'s will be shown on your map by a purple line and a printed description. Cover the area street by street so that everyone within the boundary line is enumerated.

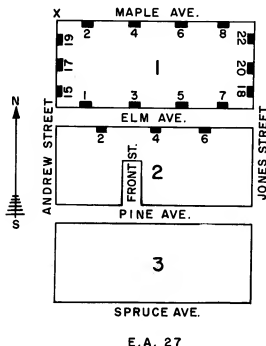
Points to cover	Procedure
(5) Watch for out-of-the-way dwellings	<p>As you canvass, watch for dwellings in alleys or lanes behind houses. Investigate churches and schools and check for apartments above stores or garages. Before you leave a dwelling ask if there are others on the property or nearby which might be missed.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>If you have no rural Enumerators, skip to Section 5.</p> </div>
<p>4. RURAL E.A.'s</p> <p>(1) Boundaries in purple - centre of road the boundary</p> <p>(2) Map symbols</p> <p>(3) How to cover your area</p>	<p><u>Rural E.A.'s Only</u></p> <p>Boundaries on Rural E.A. maps will be shown by a purple line and a written description. The <u>centre</u> of a boundary road, river or creek is the boundary line. Dwellings on one side of a boundary road are in your E.A. while those on the other side are not. <u>Remember - work inside the boundaries.</u></p> <p>Look at your Work Book map. ----</p> <p><u>Ques.</u> Falaise Rd. forms the northern boundary of this E.A. How many dwellings on this road will be covered by this Enumerator, _____?</p> <p><u>Ans.</u> Six.</p> <p><u>Ques.</u> What about the three on the north side?</p> <p><u>Ans.</u> They are not in this E.A.</p> <p><u>Ques.</u> How many dwellings on Preston Rd. will be canvassed by this Enumerator, _____?</p> <p><u>Ans.</u> Seven.</p> <p><u>Ques.</u> Why?</p> <p><u>Ans.</u> Because it is not a boundary road and he must visit the dwellings on both sides.</p> <p>Note that the map contains symbols to help you locate familiar ground features such as railroads, churches and schools. These are explained in the legend below. Use them as landmarks when enumerating. Do not rely on them completely however, as changes may have occurred since the maps were prepared.</p> <p>To cover your E.A., start at one corner and enumerate it road by road so that is is covered with a minimum of travel. Watch for out-of-the-way dwellings. Mail boxes and lead-in wires may provide clues to these. At farms ask about houses occupied by tenants, which may be out of sight from the main house.</p>

Points to cover	Procedure
	<div data-bbox="350 202 842 245" style="border: 1px solid black; padding: 5px; text-align: center;">           Give instructions below to all Enumerators.         </div> <p data-bbox="62 279 243 340">5. Some boundaries not visible</p> <p data-bbox="260 279 970 380">We have discussed visible boundaries such as streets, roads and rivers. Some E.A.'s will have boundaries such as city limits which are not visible. To locate these, ask nearby residents on which side of the boundary they live. Enumerate only those living on the side which is in your E.A.</p> <p data-bbox="62 404 243 440">6. Map corrections</p> <p data-bbox="260 404 970 525">While you must not change the boundaries of your E.A. without consulting me, you should bring your map up-to-date if these changes do not involve the boundaries. For example, enter new streets not shown on your map, delete those no longer in existence and indicate new street names. The correct method of making these changes will be found in your Manual.</p> <p data-bbox="62 549 243 650">7. Exclude only dwellings mentioned in map description</p> <p data-bbox="260 549 970 630">If you have a <u>large hotel</u>, hospital or other special dwelling in your E.A., your map description will tell you to exclude it from your enumeration. <u>Exclude only those specifically mentioned in your map description.</u></p> <p data-bbox="62 672 243 732">8. Dwellings to be enumerated on June 1</p> <p data-bbox="260 672 970 772">Some E.A.'s may contain <u>small hotels</u>, motels, tourist homes or other dwellings where the occupants change from day to day. Enumerate these on June 1 before doing any other enumeration. If you have such dwellings in your E.A. I will give you a list of them and private instruction on how to enumerate them.</p> <div data-bbox="350 807 845 899" style="border: 1px solid black; padding: 5px;"> <p>Have urban Enumerators complete Exercise B on Page 85 and rural Enumerators the one on Page 86 in the Work Book. Tell trainees that they are free to use the Enumeration Manual for this and any other exercises they complete.</p> </div>

EXERCISE B

(Urban E.A.'s only)

NOTE TO COMMISSIONER: Allow trainees 10 minutes to do this exercise. Correct it by calling on the various trainees in turn to read their answer. (Correction time - 5 minutes.) Advise those unable to finish the exercise to complete it at home. Tell them that the correct answers will be found on Page 101 of the Work Book.



Questions and Answers

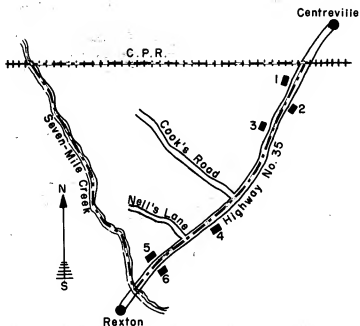
1. Q. You have been assigned E.A. 27, for which the above map has been provided. When checking your E.A. in the field prior to enumeration, you discover that your map is in error in that Jones Street does not extend south beyond Pine Ave. What action do you take?
- A. Since Jones Street is a boundary street, report this error to the Commissioner. Do not change the map or description without his authorization.

2. Q. Using your map, indicate what action you would take if you discovered that:
- (a) Pine Ave. has been renamed Ash Ave;
  - (b) Front Street no longer exists;
  - (c) a new street (Grove St.) has been built directly south of the old location of Front St. to connect Pine and Spruce Avenues.
- A. Since these changes do not involve boundary streets it is not necessary to consult the Commissioner before correcting your map. The correct method of making these changes is shown on Page 101 of your Work Book. Note that:
- (a) Pine Ave. has been crossed out and the correct street name "Ash Ave." has been written in;
  - (b) Front Street has been crossed off;
  - (c) the new street "Grove St." has been drawn on the map and indicated as a "new street".
3. Q. You start your enumeration at the northwest corner of Block 1 at the intersection of Maple Ave. and Andrew Street. Indicate the order in which the streets and the dwellings on them (by number) will be covered in this block.
- A. (1) Maple Ave. - 2, 4, 6, 8  
(2) Jones St. - 22, 20, 18  
(3) Elm Ave. - 7, 5, 3, 1  
(4) Andrew St. - 15, 17, 19

This order is obtained if the Enumerator proceeds around the block in a clockwise direction.

# EXERCISE B

(Rural E.A.'s only)



## NOTE TO COMMISSIONER:

Allow trainees 10 minutes to do this exercise. Correct it by colling on the various trainees in turn to read their answer. (Correction time - 5 minutes.) Advise those unable to finish the exercise to complete it at home. Tell them that the correct answers will be found on Page 102 of the Work Book.

## Description of E.A. 28

Bounded on the:

- North - Canadian Pacific Railway
- Southeast - Highway No. 35
- Southwest - Seven-Mile Creek

## Questions and Answers

1. Q. You have been assigned E.A. 28 for which the above map and description have been provided. When checking your E.A. in the field prior to enumeration, you find that your map is in error. You are unable to find Seven-Mile Creek as shown on your map. What action do you take?  
  
A. Since Seven-Mile Creek is a boundary line, report this problem to the Commissioner. It is possible this creek has dried up and cannot be distinguished as a landmark. Try to find a suitable boundary point close to this area such as transmission lines, or the like. This would assist your Commissioner in establishing a new boundary. Under no circumstances are you to change a boundary without the approval of your Commissioner.



2. Q. Using your map, indicate what action you would take if you discovered that:
- (a) Cook's Rd. has been renamed Forest Rd;
  - (b) Nell's Lane no longer exists;
  - (c) a new road (Abbey's Lane) has been built to run northwest from Highway No. 35 (between dwellings 1 and 3) to the C.P.R. tracks.

- A. Because the changes do not involve the boundaries of your area you will make them on your own map. The correct method of making these changes will be found on Page 102 of your Work Book.

You will note that:

- (a) Cook's Rd. has been crossed out and the new name, Forest Rd., written in above it;
- (b) Nell's Lane has been crossed off; and
- (c) the new road "Abbey's Lane" has been drawn on the map northwest from Highway No. 35 (between dwellings 1 and 3) to the C.P.R. tracks. This is indicated as a new road in the right-hand margin.

3. Q. Highway No. 35 contains six dwellings - three on the the northwest and three on the southeast side. List the dwellings you would enumerate on Highway No. 35.

- A. You would list dwellings 1, 3 and 5.

## III - Basic Definitions

Points to cover	Procedure
1. Introduction	<p>Your job, in simple terms, is to:</p> <ol style="list-style-type: none"> <li>(1) list <u>all</u> living quarters in your E.A.;</li> <li>(2) record information about the occupants;</li> <li>(3) record housing information for some of these quarters; and</li> <li>(4) obtain agricultural information if your E.A. contains farms.</li> </ol> <p>Those who completed the Pre-Training Exercise know that the Visitation Record is used for the list of dwellings. You must be familiar with a few definitions before we discuss this form and practise completing it.</p>
2. Definition of dwellings	<p>In the census we refer to the living quarters which people occupy as a "dwelling". A dwelling is usually a single house, or an apartment occupied by one family. However, some living quarters will contain more than one family or a number of people who are not family members. In these you must determine whether the living quarters form one or more than one dwelling. So that all of you will classify such places in the same way we have carefully defined a "dwelling" on Page 18 of your Manual. Follow as I read.</p> <div data-bbox="298 611 792 655" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow trainees time to locate Page 18 in the Manual.</p> </div> <p>★ "To be classed as a dwelling, living quarters  ★ must be <u>structurally separate</u> and must have a private entrance either from outside or from a common hall, lobby, vestibule or stairway inside the building. The entrance must be one that can be used without passing through anyone else's living quarters."</p> <p>Note that two characteristics are required for living premises to be classified as separate dwellings. They must be <u>structurally separate</u> from other living premises and they must have a <u>private entrance</u>. For example, two or three rooms on the second floor of a building originally designed as a single house will be considered as a separate dwelling only if:</p> <ol style="list-style-type: none"> <li>(1) there has been some <u>structural conversion</u> to separate them from other living quarters in the building; <u>and</u></li> <li>(2) they can be entered without passing through anyone else's living quarters.</li> </ol>

Points to cover	Procedure
3. Definition of household	<p>If you come across unusual living arrangements, use your own judgment at the time but consult me at the first opportunity.</p> <p>All persons who live in one dwelling unit form a <u>household</u>. Usually they will be related, but several unrelated persons, or even one person, may form a household. Thus the term <u>dwelling</u> refers to the physical structure in which a group of persons live, and the term <u>household</u> to those who occupy the dwelling.</p>
4. Private and collective dwellings	<p>The type of dwellings we have discussed - that is, single houses, apartments or sections of rows, occupied by families or a small group of individuals - are called <u>private dwellings</u>. Hotels, hospitals, convents and other institutions containing a fairly large number of people living together, under some form of common living arrangement, are known as <u>collective dwellings</u>. Remember the terms <u>private</u> and <u>collective</u> dwellings. They will come up again.</p>
5. Vacant and under construction dwellings	<p>Do not overlook vacant and under construction dwellings when canvassing your E.A. A <u>vacant</u> dwelling is one that is suitable for occupancy, but is not the home of any household on the census date, June 1. A dwelling is <u>under construction</u> from the time the foundation is begun, until it is occupied or suitable for occupancy.</p>
6. Summary	<p>To summarize - you must account for <u>all</u> private, collective, vacant and under construction dwellings in your area. The only type you will not include are: unoccupied summer cottages or trailers, and those in which all occupants usually live outside of Canada. Also, when deciding if living quarters constitute a separate dwelling, ask yourself if they have the two necessary characteristics - structural separateness and a private entrance.</p> <p>Turn to Page 87 of your Work Book and complete Exercise C. You may use your Manual.</p>

## EXERCISE C

NOTE TO COMMISSIONER: Allow trainees 5 minutes to do this exercise. Correct it by calling on the various trainees in turn to read their answer. (Correction time - 5 minutes.) Advise those unable to finish the exercise to complete it at home. Tell them that the correct answers will be found on Page 103 of the Work Book.

1. Indicate which of the following constitute the minimum requirements for living quarters to be considered as a separate dwelling.

(a) They must have a private entrance from outside the building and at least a hot-plate for cooking meals. ☐

(b) They must be structurally separate from other living premises and have a private entrance from outside the building or from a common hall or stairway inside. ☒

(c) They must be self-contained with a bath and separate cooking equipment. ☐

(d) They must contain one, and only one, family. ☐

2. You visit a single house which is occupied by two families - the owner, his wife and two children, and a lodger and his wife. The rooms occupied by the lodgers are not separated from those of the main family but they have their own cooking equipment and live separately from them.

(a) How many dwellings are in this house? .....<sup>1</sup>

(b) How many households? .....<sup>1</sup>

3. A new bungalow has been available for occupancy for several months. There is a "For Sale" sign on the lawn and it obviously has never been occupied. Should this dwelling be considered as:

Under construction? ☐

or

Vacant? ☒

4. A dwelling is so badly in need of repairs it is unoccupied. Neighbours tell you it has been condemned by civic authorities. Should this dwelling be considered as vacant?

Yes ☐

No ☒

(Explanation: It must be suitable for occupancy to be considered as vacant.)

5. Indicate whether the following are private or collective dwellings.

	Private	Collective
(a) a dwelling occupied by a man, his wife and three children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) a boarding house with 4 lodgers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) a convent occupied by 25 nuns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) a janitor's apartment in a large office building	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(e) a boarding house with 15 lodgers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) a separate house located on the grounds of a penitentiary and occupied by the warden and his family	<input checked="" type="checkbox"/>	<input type="checkbox"/>

IV - The Visitation Record - Form 1  
A. Section I - Private-Type Dwellings

Points to cover	Procedure
	<div>Display a Visitation Record and point out the various pages and sections as you discuss them.</div>
1. Introduction	This is a Visitation Record (Form 1), the first form you will complete, and the one used to list dwellings.
2. Identification entries	Complete the identification entries on the front cover before you start to enumerate. <u>Use ink for these and all other entries in this book.</u>
3. Instructions on first page	The first page contains basic rules for completing this form. Study these and your Manual instructions thoroughly.
4. The three sections	<p>Look at the sample Visitation Record shown on Page 24 of your Work Book. ---- It is divided into three sections for a separate listing of various types of dwellings, that is -</p> <ul style="list-style-type: none"><li>● Section I - Private-Type Dwellings</li><li>● Section II - Collective-Type Dwellings</li><li>● Section III - Dwellings Under Construction and Vacant Dwellings</li></ul> <p>Additional space for listing Section III dwellings is provided on Pages 22 and 23 in the Visitation Record.</p> <div>Show these pages to the class.</div>
5. How to list dwellings	<p>In listing dwellings in each section follow these rules:</p> <ul style="list-style-type: none"><li>(a) List each dwelling when you first visit it even though no one is home.</li><li>(b) Use only one line for each dwelling.</li><li>(c) Do not leave any lines blank.</li></ul>

Points to cover	Procedure
<p>6. <u>Column 1</u> Unincorporated village, settlement, etc.</p>	<p>Let us consider the entries required in the various columns for Section I - Private Dwellings.</p>
	<p>Skip to Section 7 if you have no rural Enumerators.</p>
	<p><u>Column 1 - Rural E.A.'s only</u></p>
	<p>Column 1. Dwellings in some parts of your E.A. may be sufficiently concentrated to form what we call an "unincorporated settlement". The term "unincorporated" is used because, unlike incorporated towns and villages, these places do not have official boundaries. By indicating in Column 1 the particular dwellings included in this concentration, you will show us what is locally regarded as its boundaries. If you have unincorporated settlements in your E.A., your map description will name one or two of them to indicate the type of place in which we are interested. Also, your map will show such concentrations of dwellings. Report these and any others in your E.A.</p>
	<p>An example of this is shown on the map on Page 21 of the Work Book. ---- Note that three unincorporated communities are shown. One of these, Dale, is also mentioned in the map description. These three communities and any others should be shown in Column 1.</p>
	<p>The method of doing this is illustrated for the community of Dale on Page 26 of your Work Book. ---- The Enumerator has shown that Dale consists of households 032 to 039 by writing the name between the two horizontal lines drawn across Column 1.</p>
	<p>Skip to Section 8 if you have no urban Enumerators.</p>
<p>7. <u>Column 2</u> Block Number</p>	<p><u>Column 2 - Urban E.A.'s only</u></p>
	<p>In Column 2 enter the Block Numbers if they are numbered on your map.</p>
<p>8. <u>Column 3</u> Household Number</p>	<p>Column 3 provides a Household Number for each dwelling listed. Those ending in "3" and "8" are enclosed by a square, and identified by the letter "S" to indicate they are "sample households". For these, housing and additional population questions will be asked. Make certain you list dwellings in the order in which you <u>first</u> visit them so that the proper ones are included in the sample.</p>

Points to cover	Procedure
9. <u>Column 4</u> Exact location	Follow the instructions in the heading above Column 4 when reporting exact location. Do not give Rural Route or Post Office Box Numbers. Note that the dotted columns are for recording section, township, range and meridian, in the Prairie Provinces.
10. <u>Column 5</u> Head of household	Print the name of the head of the household in Column 5. This is generally the person responsible for the maintenance of the household. However, a husband is always to be reported as head, rather than the wife, and a parent, rather than an unmarried son or daughter.
11. <u>Columns 6, 7 and 8</u> Number of persons in this dwell- ing	<p>To obtain a complete count of the number of persons in each dwelling, <u>ask the questions above Columns 6, 7 and 8 as they are worded.</u> Replies to the question for Column 6 will give you the number of <u>usual residents</u> who stayed in the dwelling on June 1. Those for Column 7 will tell you the number of usual residents who were temporarily away on business, vacation, in a general hospital or in boarding school. "Temporarily away" does not include those in such institutions as sanatoria, penitentiaries and mental hospitals, where the stay is usually for an extended period. Persons with no residence other than the one in which they were staying on the census date should be included in Column 6 or 7. Note that visitors from other countries are <u>not</u> to be counted in Column 8.</p> <p>The note above Columns 6 and 7 indicates that those included in these columns will be enumerated on Form 2. Similarly, Form 3 is used for those in Column 8. We will discuss this in more detail later.</p> <p>Look at the Table on the inside front cover of your Manual. ---- It shows the correct Visitation Record column to use for various situations.</p> <p><u>Ques.</u> Which column should you use for a student who usually lives in your E.A., but was away attending boarding school, _____?</p> <p><u>Ans.</u> Column 7.</p> <p><u>Ques.</u> Which column should you use for a visitor who spent the night of May 31 - June 1 in a dwelling in your E.A., _____?</p> <p><u>Ans.</u> Column 8.</p> <p>Now, please look at Page 27 in your Work Book. ----</p>



Points to cover	Procedure
12. <u>Columns 9 to 11</u>	<p data-bbox="249 185 938 225">Your specimen Visitation Record shows how Columns 9, 10 and 11 are to be used:</p> <ul data-bbox="327 249 860 662" style="list-style-type: none"><li data-bbox="327 249 860 393">● Note that "closed" is marked in Column 9 for Household 038. Also, the address, name of the household head and number of usual occupants are entered. When the Enumerator was certain the household would be away for the entire enumeration period, he obtained this information from neighbours.</li><li data-bbox="327 454 860 575">● Note how Columns 9 and 11 are used for Household 036 to indicate a call-back is required. By crossing off the check mark in Column 11 for Household 040, the Enumerator has indicated the required information was obtained on the return visit.</li><li data-bbox="327 602 860 662">● The entry "summer residence" for Household 044 indicates it is a cottage, trailer or other such dwelling used for seasonal occupancy only.</li></ul>



Points to cover

Procedure

Enum.: Will you please give me the name of the head of this household? (Col. 5)

Resp.: You mean my husband's name? Frank J. Brown.

Enum.: Mrs. Brown, how many persons live in this dwelling and were here on June 1? (Col. 6)

Resp.: Four—my husband, myself and our two children.

Enum.: In addition, how many persons were temporarily away on June 1? (Col. 7)

Resp.: We were all here yesterday.

Enum.: How many visitors who live elsewhere in Canada stayed here on June 1? (Col. 8)

Resp.: None.

NOTE TO COMMISSIONER: Have another trainee read his answers for Columns 4 to 11. Make certain they are made on the line for the 9th household and agree with those below.

Column 4 - 101 Main St.  
 " 5 - Brown, Frank J.  
 " 6 - 4  
 " 7 - Blank

Column 8 - Blank  
 " 9 - Blank  
 " 10 - 2/6  
 " 11 - Blank

INTRODUCE PRACTICE INTERVIEW 2 BELOW.

3. Practice  
 Interview  
 No. 2 - the  
 Johnson  
 household

Mr. \_\_\_\_\_, will you act as Enumerator for the 10th household at 103 Main St? Introduce yourself and conduct the interview.

Enum.: Good morning. I am \_\_\_\_\_. I have been appointed by the Government of Canada to take the Census. I would appreciate it if you would answer some questions about your household.

Resp.: Alright, if it doesn't take too long.

Enum.: This is 103 Main St. isn't it? (Col. 4)

Resp.: That's right.

Points to cover	Procedure
-----------------	-----------

Enum.: Will you please give me the name of the head of this household? (Col. 5)

Resp.: I'm not sure who you would consider to be the head. There are three of us, my sister and I and our invalid mother. Helen and I are single and we support the household.

Enum.: What is your mother's full name?

Resp.: Mary K. Johnson.

**NOTE TO COMMISSIONER:** If the Enumerator does not ask for the mother's name it is likely because he does not realize she is the head, i.e. in a household composed of parent and unmarried children, report the parent as the head. In this case, have him look up the rules for determining "head of household" in the Manual and see that he asks the required question.

Enum.: How many persons live in this dwelling and were here on June 1? (Col. 6)

Resp.: Mother and I were here.

Enum.: In addition, how many persons were temporarily away on June 1? (Col. 7)

Resp.: One. Helen has been visiting in Detroit for the past week.

Enum.: How many visitors who live elsewhere in Canada stayed here on June 1? (Col. 8)

Resp.: None.

**NOTE TO COMMISSIONER:** Have another trainee read his entries for this household. They should agree with those below.

Column 4 - 103 Main St.  
 " 5 - Johnson, Mary K.  
 " 6 - 2  
 " 7 - 1

Column 8 - Blank  
 " 9 - Blank  
 " 10 - 2/6  
 " 11 - Blank

**INTRODUCE PRACTICE INTERVIEW 3 BELOW.**

4. Practice Interview  
 No. 3 - dwelling with no one home

Let us assume no one is home at the next dwelling-105 Main St. The Enumerator must list this dwelling in his Visitation Record at the time of his first call. Will each of you please enter 105 Main St. on the line for Household 011. - - -

Points to cover	Procedure
5. Practice Interview No. 4 - the Hill household	<p>Since the Enumerator knows he must return to this area the next evening - that is June 3rd - he decides to call back to this dwelling at the same time. Please complete Columns 9 to 11 for this dwelling. - - - -</p> <p>To let the householder know he called and to inform him of when he will return, the Enumerator completes a Form 22 and leaves it in the mail box.</p>
	<div data-bbox="354 387 848 428" style="border: 1px solid black; text-align: center; padding: 5px;">Display a Form 22</div> <p>The Enumerator's phone number is also entered on this form, to allow the respondent to contact him if the call-back time is not suitable.</p> <p>The Enumerator must enter the name of the head and the number of usual occupants in his Visitation Record for this dwelling. He will obtain this information by inquiring next door.</p> <p>Mr. _____, will you act as Enumerator for the next household at 107 Main St.? Remember to ask about the previous dwelling and complete the Visitation Record for both households.</p>

Enum.: Good morning, I am \_\_\_\_\_. I have been appointed by the Government of Canada to take the Census. I would appreciate it if you would answer some questions about your household.

Resp.: Come in.

Enum.: I called next door at 105 Main St. and no one was home. Can you give me the name of the head of that household, and the number of persons who live there?

Resp.: Yes. A newly married couple moved in there about a month ago. They're away at work all day. His name is Victor White.

## Points to cover

## Procedure

**Enum.:** This is 107 Main St. isn't it? (Col. 4)

**Resp.:** Yes it is.

**Enum.:** Could I have the name of the head of this household please? (Col. 5)

**Resp.:** My husband's name is Frank J. Hill.

**Enum.:** How many persons live in this dwelling and were here on June 1? (Col. 6)

**Resp.:** Well, there are usually 5 of us, but my daughter has been in the hospital for the past 2 weeks. She had an operation and won't be home until Saturday.

**Enum.:** In addition, how many persons were temporarily away on June 1? (Col. 7)

**Resp.:** No one but my daughter.

**Enum.:** How many visitors who live elsewhere in Canada stayed here on June 1? (Col. 8)

**Resp.:** My sister from Winnipeg has been here since Joan went to the hospital. She's been helping me with the housework.

**NOTE TO COMMISSIONER:** Have a trainee read his entries for both Households 011 and 012. Correct answers are below.

**HOUSEHOLD 011**

Column 4 - 105 Main St.  
" 5 - White, Victor

" 6 - 2  
" 7 - Blank

Column 8 - Blank  
" 9 - June 3 -  
evening  
" 10 - 2/6  
" 11 - ✓

**HOUSEHOLD 012**

Column 4 - 107 Main St.  
" 5 - Hill, Frank J.

" 6 - 4  
" 7 - 1

Column 8 - 1  
" 9 - Blank  
" 10 - 2/6  
" 11 - Blank

**CONTINUE INSTRUCTIONS BELOW.**

**6. Answers for  
Pre-Training  
Exercise**

Those of you who had difficulty with the Visitation Record part of the Pre-Training Exercise could probably complete it quite easily now. To-night compare your answers with those on Page 98 of the Work Book. See me privately if you do not understand them.

IV - The Visitation Record - Form 1 (Con.)  
 C. Sections II & III - Collective, Vacant  
 and Under Construction Dwellings

Points to cover	Procedure
1. <u>Section II</u> Collective- Type Dwellings	<p>Let us look at Section II - Collective-Type Dwellings on Page 2 of your Work Book. ---- This is completed in the same manner as Section I except for Column 5. In this column, enter the name of the institution. If it has no name, enter the type as shown in the examples.</p> <p>Note that the numbering of these dwellings starts with 901 and no numbers ending in 3 and 8 are provided. This is to make sure that you do <u>not</u> collect sample information for these dwellings.</p>
2. <u>Section III</u> Vacant and Under Con- struction Dwellings	<p>Under Construction and Vacant Dwellings are entered in Section III.</p> <div data-bbox="439 545 743 561" style="border: 1px solid black; padding: 5px; text-align: center;">           Allow trainees a few minutes to study these.         </div> <p>The type of vacancy, that is, new or occupied before, is shown by marking Column 4 or 5. You must also show whether a vacant dwelling is single detached, single attached, or an apartment, flat, etc. I will tell you how to recognize these various types of dwellings when we discuss the entries on the Housing Questionnaire.</p> <p>In Column 9, record any additional information you are able to obtain for vacant dwellings. For example, you may be able to find out from neighbours whether it is available for sale or rent, and the length of time it has been vacant. You are <u>not</u> expected to track down the owner or to visit real estate dealers to get this information.</p> <div data-bbox="381 938 826 954" style="border: 1px solid black; padding: 5px; text-align: center;">           Omit Section 3 if the Postal Check is not conducted in your area.         </div>
3. <u>Postal Check</u> <u>Card (Form 11)</u> Certain urban areas only	<p>At the end of each day, use your Visitation Record to prepare a Postal Check Card for each <u>occupied</u> and <u>vacant</u> dwelling you have listed that day.</p>

Points to cover	Procedure
	<div data-bbox="348 241 843 298" style="border: 1px solid black; padding: 5px; margin: 10px 0;">Display a Postal Check Card (Form 11) and have trainees look at their copy.</div> <p data-bbox="254 323 944 387">This form will be used for an independent check on whether you have enumerated all dwellings. Make certain you complete one for each dwelling listed, except those under construction.</p> <p data-bbox="256 404 903 448">The entries required are self-explanatory. If an entry is required for "Postal Zone Number" it will be shown on your map.</p>



V - The Population Questionnaire - Form 2A  
A. General

Points to cover	Procedure
1. Introduction	<div data-bbox="368 229 855 283" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>See that your enlarged Form 2A (Part 1) is an display before you start to instruct on this Section.</p> </div> <p>You are now able to complete the Visitation Record for a household. Next, you must know how to enumerate the household members. The form numbers above Columns 6 to 8 of the Visitation Record indicate the proper questionnaires to use for this.</p> <p>Look at the Visitation Record on Page 3 of your Work Book.---- The note "Form 2" above Columns 6 and 7 refers to both Form 2A - the Population Questionnaire and Form 2B - the Housing Questionnaire.</p> <p><u>Ques.</u> How many persons should be enumerated on Form 2A for the Browns in Household 009, _____?</p> <p><u>Ans.</u> Four.</p> <p><u>Ques.</u> How many in Household 012, _____?</p> <p><u>Ans.</u> Five. (Four in Col. 6, one in Col. 7.)</p> <div data-bbox="358 693 850 747" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Display an Enumeration Book and point out the various parts of it as you discuss the set-up below.</p> </div>
2. The Enumeration Book	<p>This is the Enumeration Book which contains Forms 2A and 2B.----</p> <p>Complete the identification entries on the cover before you start to enumerate.</p> <p>There is an Instruction Sheet on the first page which tells you how to use the book and how to mark the questionnaires. It also gives the reasons why certain questions are included in the census. Refer to it if you are questioned by respondents.</p> <p>Forms 2A are in the front of the book and Forms 2B at the back.</p> <p>Please take your copy of Form 2A out of the Portfolio.-----</p>
3. Sections of Form 2A	<p>Form 2A has four sections - two on each side of the sheet. Enumerate household members in consecutive sections. Do not leave any sections blank within a household, or between households.</p> <p>Look at Pages 30 to 41 of the Work Book and see how Forms 2A are completed.</p>

Points to cover	Procedure
	<div data-bbox="339 212 832 256" style="border: 1px solid black; padding: 5px; text-align: center;">           Allow a minute or two for this.         </div> <p data-bbox="55 283 213 323">4. Order of enumeration</p> <p data-bbox="242 283 923 323">Note that a consistent order has been followed in enumerating household members. That is -</p> <ol data-bbox="294 344 840 512" style="list-style-type: none"> <li>(1) the head is always first;</li> <li>(2) next, his wife;</li> <li>(3) then, unmarried children from eldest to youngest;</li> <li>(4) any married children and their families;</li> <li>(5) any additional relatives;</li> <li>(6) any lodgers and their families;</li> <li>(7) any employees and their families;</li> <li>(8) other household members.</li> </ol> <p data-bbox="55 532 213 572">5. Marking instructions</p> <p data-bbox="242 532 964 633">All questions must be asked IN ORDER and AS WORDED. Most answers will be recorded by marking over red lines with a special pencil. These lines are in black in your Work Book and on the enlarged document. Our machines will be able to "read" your marks only if you follow these marking rules:</p> <ol data-bbox="294 653 964 861" style="list-style-type: none"> <li>(1) Use only the pencil and the lead supplied. Others will not make satisfactory marks.</li> <li>(2) The marks must extend from one end of the red line to the other, i.e., the dots must be joined.</li> <li>(3) The marks must be at least as wide as the dots and completely cover the red line.</li> <li>(4) Rotate the pencil about a quarter of a turn after each mark.</li> </ol> <div data-bbox="353 908 847 1056" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>(1) Display the pencil trainees must use and</p> <p>(2) Demonstrate how to mark by entering 0-0-9 in Question A on the enlarged Form 2A. Emphasize the above four rules as you do so. Use your special marking pen, not the mark-sense pencil, for this demonstration, so that trainees can read your marks. Explain your reason for doing so.</p> </div> <p data-bbox="55 1110 177 1150">6. Write-in entries</p> <p data-bbox="242 1110 985 1150">If there is no marking space for the respondent's answer, write it in the box provided. Make sure you stay within the space of the box.</p> <p data-bbox="55 1163 166 1204">7. Office entries</p> <p data-bbox="242 1163 959 1224">Do not mark the spaces below Question 26 or the space "C" to the right of Question 18. These and the black lines in the margin are for office use only.</p>

Points to cover	Procedure
8. Erasing instructions	<p>Incorrect marks must be erased thoroughly so that no portion of a mark or even a smudge is visible. <u>This is possible only if you erase up and down first - and then across.</u> You will be supplied with a special eraser - use it and no others.</p> <div data-bbox="355 299 845 357" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Display the special eraser and show how to use it by marking and erasing several entries on a blank Form 2A in your Work Book.,</p> </div>
9. Cancelling a section	<p>If you have many errors in one section - it is better to cancel it rather than to erase. Make a large "X" in that section but do not go into the margin or into other sections. The correct entries for this person must be made in the next available section on that page or the next one. This is very important since all members of a household must be kept together.</p>
10. Damaged forms	<p>Handle these forms carefully because the machine cannot process folded, bent or torn questionnaires. However, if they are damaged do not remove them from the book.</p>
11. Practice Exercise	<p>Please turn to Page 88 of your Work Book, and complete Exercise D.</p> <div data-bbox="355 696 850 753" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>After trainees have completed Exercise D, distribute E.A. maps to those receiving half-day instruction.</p> </div>

## EXERCISE D

NOTE TO COMMISSIONER: Allow trainees 10 minutes to do this exercise. Correct it by calling on the various trainees in turn to read their answer. Advise those unable to finish the exercise to complete it at home. Tell them that the correct answers will be found on Page 104 of the Work Book.

Instruction: A reproduction of the Enumeration Book Instruction Sheet is found on Page 56 of the Work Book. Tear it out and use it when applicable to answer the questions below.

1. You call at a dwelling with all household members absent for the day. Indicate which of the following procedures you would follow.
  - (a) List the household in the Visitation Record and find out from neighbours how many people usually live there so that you can leave the required number of Form 2A sections blank for completion on your return visit. ☐
  - (b) Do not list the household in the Visitation Record and do not make any entries on Forms 2A at the time of your first call. These entries will be made on your return visit and household numbers will thus be listed in sequence in your Enumeration Book. ☐
  - (c) List the household in your Visitation Record at the time of your first visit but do not make any entries on Forms 2A at that time. On your return visit, enumerate the household members in sequence on the first blank sections of Form 2A available in your Enumeration Book. ☒
2. An individual in a household is absent when you call and other household members can supply you with his name only. Should this person's name be entered on a Form 2A at the time of your first call? Yes ☒ No ☐
3. It is very important that all marks made in error be erased completely so that no portion of a mark or even a smudge is visible. To do this you should:
  - (a) erase up and down first and then across ☒
  - (b) erase across first and then up and down ☐
  - (c) erase across only ☐

4. You find you have erroneously enumerated a usual resident of the United States on Form 2A and you wish to eliminate the information recorded for him from your Enumeration Book. Indicate, by marking the proper box below, which of the following methods you would use:

(a) Remove the Form 2A on which he was enumerated from the Enumeration Book. Be careful to copy any information for other persons enumerated on this Form 2A to a new one. ☐

(b) Cancel the section you have used to enumerate the American resident by marking an "X" across it. ☒

(c) Carefully erase each entry you have made for the American resident and use that section for the enumeration of another person. ☐

5. List two users of the census information you will collect on:

(a) age: (1)....school authorities....(2)....welfare workers....

(other acceptable answers - manufacturers, merchandisers, government agencies, etc.)

(b) occupation: (1)....employers....(2)....trade unions....

(other acceptable answers - departments of labour, vocational guidance agencies, etc.)

(c) value of dwelling: (1)....town planners....(2).... market research agencies....

(other acceptable answers - persons engaged in land-use surveys, government agencies, etc.)

6. A respondent tells you he informed "the government" of his income through his Income Tax Report and does not see why he must now report it a second time. State briefly your answer to this person.

Example of an acceptable answer - "Your Income Tax Report is confidential to the Dept. of National Revenue and is not available to the Bureau of Statistics. Also, it is important to those who use income statistics that they be related to age, education and other topics which are not reported on the Income Tax Form. Information on your income will not be revealed to any other person or government department."

TIME: Urban - 2nd day - 9:00-9:20  
Rural - 1st day - 1:00-1:20

V - The Population Questionnaire - Form 2A (Con.)  
B. Questions 1 to 15

Points to cover	Procedure
1. Introduction	We will now discuss Questions 1 to 15 on Form 2A. Follow your copy on Page 30 of the Work Book.
2. Ques. 1 - Same or different household	In Question 1, always mark "Start of a new household" for the head and complete Questions A, B and C. For other household members, mark "Continuation of same household" and proceed directly to Question 2 - without completing A, B and C.
3. Ques. A & B - Household number and exact location	Questions A and B are completed by transferring the corresponding information from the Visitation Record. Remember to mark one space on each line for household number. Thus, Household 001 will be shown by marking "0" on the top line, "0" on the second line and "1" on the third line. Note that the name of the city, town, village, parish or municipality must be written in Question B.  <u>Ques.</u> How would you mark Household 050 in Question A, _____? <u>Ans.</u> By marking "0" on the top line, "50" on the second line and "0" on the third line.
4. Ques. C - Farm residence	Question C must be completed for every household head. Always ask it if it appears that the dwelling may be located on a farm or small agricultural holding - that is, a place of at least one acre in size with sales of agricultural products of \$50 or more in the past 12 months. Your Manual has instructions for holdings with more than one dwelling.
5. Ques. 3 - Relationship	In Question 3, for private-type dwellings, mark "Head of household" for the person listed in the Visitation Record. Record the relationship of other members to him by a mark or write-in entry. Your Manual has instructions on recording the relationship of wards, adopted children, and lodgers and their families. It also has instructions for recording relationship in collective-type dwellings.
6. Ques. 5 - Age	In Question 5, two marks are required to show "age at last birthday before June 1" for all persons except those under 1 and those 100 years and over.  <u>Ques.</u> How is Norman Blair's age shown in the specimen Form 2A, _____? <u>Ans.</u> By marking "40" on the top line and "0" on the bottom line of Question 5.  <u>Ques.</u> Bruce Blair is enumerated on Page 32. How is his age shown, _____? <u>Ans.</u> By marking "0" on the top line and "7" on the bottom line.

Points to cover	Procedure
7. Ques. 7 - Birthplace	<p>In Question 7, mark the <u>province of birth</u> for those born in Canada. Show the country of birth <u>according to present boundaries</u> for those born outside of Canada. If a person is uncertain of his country of birth as it is <u>now</u> constituted - ask him for the name of the province or district in which he was born - as Slovakia - or the nearest city - as Warsaw - and write in the answer. Additional instructions on birthplace may be found in your Manual.</p>
8. Ques. 8 - Period of immigration	<p>Do not ask Question 8 of those born in this country but make certain that "Born in Canada" is marked.</p>
9. Ques. 9 - Citizenship	<p>Now, look at Question 9. ---- Here is the procedure you will follow:</p> <p>Ask everyone the first question, that is, "Are you a Canadian?"</p> <ul style="list-style-type: none"> <li>● If the answer is "Yes" - mark the space for "Canada".</li> <li>● If the answer is "No" - ask the second question, that is, "Of what country are you a national or citizen?" Mark the appropriate space or write in the answer.</li> </ul> <p>Most persons know their country of citizenship, but for difficult cases, a table is provided on Page 32 of your Manual. Look at it now.</p> <div data-bbox="360 780 848 825" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow trainees a minute or two to examine it.</p> </div> <p>Following this table are additional guides based on the Canadian Citizenship Act. Look at item (c) - "Stateless". ----</p> <p><u>Ques.</u> How would you record a person who is not a citizen of any country, _____ ?</p> <p><u>Ans.</u> By writing "Stateless" in the box in Question 9.</p>
10. Ques. 10 - Ethnic or cultural group	<p><u>Ques.</u> Will you read Question 10 please, _____ ?</p> <p><u>Ans.</u> To what ethnic or cultural group did you or your ancestor (on the male side) belong on coming to this continent?</p> <p>A person's "ethnic or cultural group" is sometimes referred to as his "origin". The words "on the male side" are an important part of the wording of this question since a person's ethnic group is traced through the father.</p>

Points to cover	Procedure
	<p><u>Ques.</u> A respondent tells you that his mother was Norwegian and his father was German. What space would you mark in Question 10, _____ ?</p> <p><u>Ans.</u> German.</p> <p>If the respondent does not understand the question as worded on the questionnaire, try to establish the ethnic group by asking the language spoken by the person, if he is an immigrant, or by his paternal ancestor on first coming to this continent. For example, if the person reports that his paternal ancestor spoke French when he came to this continent, you would mark the space for "French".</p> <p>If the respondent does not understand the question as worded on the questionnaire and you cannot establish his ethnic group through the language of his ancestors, you will ask "Is you ethnic group on the male side English, Scottish, Ukrainian, Jewish, North American Indian, Negro, etc.?"</p> <p>Ask those who report "Native Indian" an additional question, that is, "Is your name on any Indian Band membership list in Canada?" and mark the appropriate space. Mark "Band Member" for Treaty Indians. Your Manual has additional instructions on Question 10. Refer to them when necessary.</p>
11. Ques. 11 - Religion	<p>Look at Question 11 now. ---- You must accept the respondent's answer as given unless he replies in general terms such as Christian, Protestant or Believer. In this case, ask him to give a specific denomination; if he can't, accept it. Note carefully that a person does not have to attend church to declare a particular religion. For example, a respondent may tell you - "I haven't been to church for a number of years but I was brought up an Anglican." In this case, you would mark "Anglican".</p> <p><u>Ques.</u> Does anyone know how to record Church of England?</p> <p><u>Ans.</u> By marking "Anglican".</p>
12. Ques. 12 - First language learned and still understood	<p>In Question 12 the person must still understand the language. For infants record the one commonly spoken in the home.</p>
13. Ques. 13 - Speaks English or French	<p>In Question 13 one space only must be marked. A person must be able to carry on a conversation in English or French to be credited with speaking it. For infants base your entry on the language commonly spoken in the home. However, never mark "Both English and French" for an infant.</p>



Points to cover	Procedure
<p>14. Ques. 14 - Highest grade attended</p>	<p>In Question 14, one mark only is to be entered to show <u>the highest grade attended</u>. For persons who did not attend a regular graded school enter the closest approximation you can obtain. A conversion table is provided on Page 111 of your Manual to help you establish the grade for persons not educated in Canada, those attending classical colleges and other difficult cases. Look at it now.</p> <div data-bbox="350 373 842 417" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow trainees time to examine this table.</p> </div> <p>Persons studying for a High School Diploma or Degree through private instruction or part-time attendance at class should be credited with the grade or year in which these courses are included in the school programme. Do not include in this category those who may be taking a course or two with no intention of completing a High School or College year.</p>
<p>15. Ques. 15 - School attendance</p>	<p>Mark "Yes" in Question 15 if the person's main day-time activity at any time since last September has been attending school. He must have attended an elementary school, high school, university, or one which provides the same type of education, such as a seminary, technical high school, or a school for the blind or deaf. It does not include normal schools, business colleges, technical institutes or trade schools. For difficult cases - consult your Manual.</p>

TIME:

Urban - 2nd day - 9:20-9:45

Rural - 1st day - 1:20-1:45

38

V - The Population Questionnaire - Form 2A

C. Practice Interviews, Questions 1 to 15

Points to cover	Procedure
1. Introduction	<p>We will now practise completing Questions 1 to 15 on Form 2A. These questions are covered on Pages 28 to 36 of your Manual. Refer to these instructions, if necessary, during the practice interview.</p> <p>We will enumerate the members of the Brown household, which you listed previously in the Visitation Record under Household 0-0-9 on Page 2 of your Work Book. Look at these entries now. ----</p> <p>You will recall that Mrs. Brown was the respondent in this household and she told the Enumerator that four persons - she and her husband and their two children - lived in the dwelling.</p>
2. Practice Interview No. 1 Frank J. Brown	<p>Turn to the Form 2A on Page 60 and you will see that considerable information can be entered for Frank J. Brown, the first person to be enumerated, <u>without questioning Mrs. Brown</u>.</p> <ul style="list-style-type: none"><li>● Questions 1, A, B, C and 2 can be completed from the Visitation Record and the Enumerator's knowledge that their dwelling is located in Urban Town and is not on a farm. Everyone mark these questions for Frank J. Brown. Use the mark-sense pencil. Remember to follow the marking rules. ----</li></ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p>Write URBAN TOWN and NOT ON FARM on the blackboard. Move about the room and see that trainees are marking the questions correctly.</p></div> <ul style="list-style-type: none"><li>● Mrs. Brown has indirectly provided the Enumerator with the answers to Questions 3 and 4 for Mr. Brown. Please complete these questions. ----</li></ul> <p>Mr. _____, will you act as Enumerator, please? Ask Questions 5 to 15. I will act as respondent. Everyone please record my answers on Form 2A.</p>

Enum.: What was Mr. Brown's age at his last birthday before June 1? (Q. 5)

Resp.: Forty.

Question 6 need not be asked. It is obvious that Mr. Brown is married.

Enum.: In what province or country was he born? (Q. 7)

Resp.: Frank was born in Manitoba.

## Points to cover

## Procedure

Question 8 should not be asked. "Born in Conodo" should be marked by trainees.

Enum.: Is your husband a Canadian? (Q. 9)

Resp.: Yes.

Enum.: To what ethnic or cultural group did he or his ancestor (on the male side) belong on coming to this continent? (Q. 10)

Resp.: English.

Enum.: What is his religion? (Q. 11)

Resp.: We all go to the United Church.

Enum.: What language did he first learn in childhood and still understands? (Q. 12)

Resp.: Frank has never spoken anything but English.

This reply answers both Questions 12 & 13.

Enum.: What was the highest grade or year of schooling Mr. Brown ever attended? (Q. 14)

Resp.: He has his degree and he has also taken some post-graduate courses.

Enum.: Since last September, did he attend school or university? (Q. 15)

Resp.: Oh, no. He took these courses several years ago.

3. Correct entries for Frank J. Brown
- Mr. \_\_\_\_\_, will you give me your entries for Questions 1 to 15? I will enter them on the enlarged Form 2A. See that your entries correspond and ask about any you do not understand.

## ANSWER KEY FOR FRANK J. BROWN

Ques. 1 - Sort of a new household	Ques. 5 - 40 - top line
" A - 0 - top line	" 0 - bottom line
" 0 - middle line	" 6 - Married
" 9 - bottom line	" 7 - Manitoba
" B - 101 Main St.	" 8 - Born in Conodo
" Urban Town	" 9 - Canada
" C - Na	" 10 - English
" 2 - Brown, Frank J.	" 11 - United Church
" 3 - Head of house-	" 12 - English
" hold	" 13 - English only
" 4 - Mole	" 14 - Degree
	" 15 - No

Points to cover	Procedure
4. Practice Interview No.2 Margaret F. Brown	<p>Normally you would go on to complete Questions 16 to 26 for Mr. Brown. We will postpone this until you have been instructed on these questions.</p> <p><u>Ques.</u> Who should be enumerated next in this household, _____?</p> <p><u>Ans.</u> Mrs. Brown.</p> <p><u>Ques.</u> What space should you mark in Question 1, _____?</p> <p><u>Ans.</u> Continuation of same household.</p> <p>Everyone please mark this now. ----</p> <p><u>Ques.</u> Should you complete Questions A, B and C for Mrs. Brown, _____?</p> <p><u>Ans.</u> No.</p> <p><u>Ques.</u> Why?</p> <p><u>Ans.</u> They are to be completed for the head only.</p> <p>Mr. _____, will you enumerate Mrs. Brown, please? Ask for her full name and continue with Questions 3 to 15. Everyone please complete his copy of Form 2A for Mrs. Brown.</p>

Enum.: Could I have your full name please, Mrs. Brown? (Q. 2)

Resp.: Margaret F. Brown.

Ques. 3 and 4 need not be asked. It is obvious she is the "Wife of head" and "female".

Enum.: What was your age at your last birthday before June 1? (Q. 5)

Resp.: I'm 35.

Ques. 6 need not be asked. It is obvious Mrs. Brown is married.

Enum.: In what province or country were you born? (Q. 7)

Resp.: I was born in Germany,

Enum.: In what year did you immigrate to Canada? (Q. 8)

Resp.: In 1942.

Points to cover	Procedure																				
Enum.: Are you a Canadian? (Q. 9)																					
Resp.: Yes, I have my papers.																					
Enum.: To what ethnic or cultural group did you or your ancestor (on the male side) belong on coming to this continent? (Q. 10)																					
Resp.: German.	Interrupt interview and give the following instruction.																				
5. Religion	<p>Note that Question 11, Religion, can be marked for Mrs. Brown without questioning her. In answering for her husband she reported that the whole family went to the United Church. Frequently, in the course of your conversation with the respondent, answers to questions other than the specific one you are enquiring about will be supplied. If you are alert enough to notice this, you will save time for the respondent and yourself. <u>This does not mean that you can assume answers but you should use all information supplied.</u></p> <p>Mr. _____, will you please continue the interview?</p>																				
Enum.: What language did you first learn in childhood and still understand? (Q. 12)																					
Resp.: I suppose I learned German first. I can also speak English and French though.	It is not necessary to ask Question 13.																				
Enum.: What was the highest grade or year of schooling you ever attended, Mrs. Brown? (Q. 14)																					
Resp.: I went to school in Germany and the grades are different there. I completed my second year of Gymnasium.	Have trainees consult the Educational Conversion Table on Page 111 of the Manual to determine the equivalent of 2nd year Gymnasium in terms of Canadian education.																				
Enum.: Since last September, did you attend school or university? (Q. 15)																					
Resp.: With two children? I should say not.																					
6. Correct entries for Margaret F. Brown	<p>Mr. _____, will you read your entries for Mrs. Brown.</p> <table border="1"> <caption>ANSWER KEY FOR MARGARET F. BROWN</caption> <tbody> <tr> <td>Ques. 1 - Continuation of same household</td> <td>Ques. 7 - Germany</td> </tr> <tr> <td>" A - Blank</td> <td>" 8 - 1941-45</td> </tr> <tr> <td>" B - Blank</td> <td>" 9 - Canada</td> </tr> <tr> <td>" C - Blank</td> <td>" 10 - German</td> </tr> <tr> <td>" 2 - Brown, Margaret F.</td> <td>" 11 - United Church</td> </tr> <tr> <td>" 3 - Wife of head</td> <td>" 12 - German</td> </tr> <tr> <td>" 4 - Female</td> <td>" 13 - Both English and French</td> </tr> <tr> <td>" 5 - 30 - top line</td> <td>" 14 - High School 2</td> </tr> <tr> <td>" 5 - bottom line</td> <td>" 15 - No</td> </tr> <tr> <td>" 6 - Married</td> <td></td> </tr> </tbody> </table>	Ques. 1 - Continuation of same household	Ques. 7 - Germany	" A - Blank	" 8 - 1941-45	" B - Blank	" 9 - Canada	" C - Blank	" 10 - German	" 2 - Brown, Margaret F.	" 11 - United Church	" 3 - Wife of head	" 12 - German	" 4 - Female	" 13 - Both English and French	" 5 - 30 - top line	" 14 - High School 2	" 5 - bottom line	" 15 - No	" 6 - Married	
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" 5 - 30 - top line	" 14 - High School 2																				
" 5 - bottom line	" 15 - No																				
" 6 - Married																					
7. Practice Interview No. 3 Mary E. Brown	<p>The next person to be enumerated is the older child. Mr. _____, will you enumerate this person, please?</p>																				

Points to cover	Procedure
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Enum.: Could I have the full name of your older child Mrs. Brown, please? (Q. 2)

Resp.: Mary E. Brown.

Questions 3 & 4 need not be asked.

Enum.: What was her age at her last birthday before June 1? (Q. 5)

Resp.: She'll be 16 at the end of the month.

Question 6 need not be asked.

Enum.: In what province or country was she born? (Q. 7)

Resp.: Manitoba.

Question 8 need not be asked. "Born in Canada" should be marked by trainees.

Enum.: Is she a Canadian? (Q. 9)

Resp.: Yes, both our children are.

Questions 10 and 11 need not be asked.

Enum.: What language did she first learn in childhood and still understands? (Q. 12)

Resp.: English.

Enum.: She can speak English. Can she also speak French? (Q. 13)

Resp.: She can say the odd word and read it quite well. She's been studying it for the past two years at school.

Enum.: What was the highest grade or year of schooling she ever attended? (Q. 14)

Resp.: She's in her second year of High School now.

Question 15 need not be asked.

8. Correct entries for Mary E. Brown

Mr. \_\_\_\_\_, will you read your entries for Mary Brown, please?

Points to cover	Procedure		
9. Practice Interview No. 4 Thomas H. Brown	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>ANSWER KEY FOR MARY E. BROWN</b></p> <table style="width: 100%;"> <tr> <td style="vertical-align: top;"> <b>Ques. 1 - Continuation of some household</b>            " A - Blank            " B - Blank            " C - Blank            " 2 - Brown, Mary E.            " 3 - Daughter of head            " 4 - Female            " 5 - 10 - top line                  5 - bottom line            " 6 - Single         </td><td style="vertical-align: top;"> <b>Ques. 7 - Manitoba</b>            " 8 - Born in Canada            " 9 - Canada            " 10 - English            " 11 - United Church            " 12 - English            " 13 - English only            " 14 - High School 2            " 15 - Yes         </td></tr> </table> </div> <p>Mr. _____, will you ask the questions for the other child in this household, please?</p>	<b>Ques. 1 - Continuation of some household</b> " A - Blank " B - Blank " C - Blank " 2 - Brown, Mary E. " 3 - Daughter of head " 4 - Female " 5 - 10 - top line 5 - bottom line " 6 - Single	<b>Ques. 7 - Manitoba</b> " 8 - Born in Canada " 9 - Canada " 10 - English " 11 - United Church " 12 - English " 13 - English only " 14 - High School 2 " 15 - Yes
<b>Ques. 1 - Continuation of some household</b> " A - Blank " B - Blank " C - Blank " 2 - Brown, Mary E. " 3 - Daughter of head " 4 - Female " 5 - 10 - top line 5 - bottom line " 6 - Single	<b>Ques. 7 - Manitoba</b> " 8 - Born in Canada " 9 - Canada " 10 - English " 11 - United Church " 12 - English " 13 - English only " 14 - High School 2 " 15 - Yes		

Enum.: Could I have the full name of your other child Mrs. Brown, please? (Q. 2)

Resp.: Thomas H. Brown.

Questions 3 & 4 need not be asked.

Enum.: What was his age at his last birthday before June 1? (Q. 5)

Resp.: He's seven months old.

Ques. 6 need not be asked.

Enum.: In what province or country was he born? (Q. 7)

Resp.: Manitoba.

Questions 8 to 15 need not be asked. Allow trainees time to complete them.

10. Correct entries for Thomas H. Brown	Mr. _____, will you read your entries for Thomas H. Brown, please?
---	--

**ANSWER KEY FOR THOMAS H. BROWN**

<b>Ques. 1 - Continuation of some household</b> " A - Blank " B - Blank " C - Blank " 2 - Brown, Thomas H. " 3 - Son of head " 4 - Male " 5 - Under one year " 6 - Single	<b>Ques. 7 - Manitoba</b> " 8 - Born in Canada " 9 - Canada " 10 - English " 11 - United Church " 12 - English " 13 - English only " 14 - No schooling " 15 - No
---	--

TIME: Urban - 2nd day - 9:45 - 10:00  
Rural - 1st day - 1:45 - 2:00

44

V - The Population Questionnaire - Form 2A (Con.)  
D - Questions 16 to 18

Points to cover	Procedure
1. Introduction	<div>See that the enlarged Form 2A (Part II) is on display before you start to instruct on this section.</div> <p>Now, let's turn to Questions 16 to 26 on the questionnaire. Follow these questions on the Form 2A on Page 30 of your Work Book as we study them. ----</p> <p><u>Ques.</u> Will you read the heading above Question 16, _____? <u>Ans.</u> Questions 16 to 25 for all persons 15 years of age and over (as applicable).</p> <p>2. Ques. 16 to 18- (1) General</p> <p>First let's consider Questions 16 to 18. ----</p> <p>Question 16 is asked to find out if the person had a job last week, that is the week before your visit. ---- If he did not, Question 17 is asked to find out if he looked for work. ---- If he did not look for work, Question 18 is asked to find out if he had a job anytime in the past 12 months.</p> <p>(2) Arrows</p> <p>Notice the arrow from the "Yes" marking spaces in Questions 16 to 18.</p> <div>Point to this arrow on the enlarged Form 2A.</div> <p>This arrow indicates that if the answer is "Yes" to <u>any</u> of these questions you are to skip the remaining questions in the group and ask Question 19 next.</p> <p>Look at the document completed for Norman E. Blair. ---- In Question 16, "Yes" was marked because he had a job last week. Questions 17 and 18 were left blank because he was working and it was not necessary to ask if he looked for work or if he had a job in the past 12 months. Therefore, the Enumerator followed the arrow from Question 16 and asked Question 19 next.</p> <p><u>Ques.</u> If Mr. Blair didn't have a job last week - what space would you mark in Question 16, _____? <u>Ans.</u> The "No" space.</p>



## Points to cover

## Procedure

Ques. What question would you ask next, \_\_\_\_\_?

Ans. Question 17.

Remember, when you get a "No" to Question 16, you cannot skip to Question 19. You must ask Question 17.

Notice the arrow from the "No" marking spaces to the box in this group of questions.

Point to the arrow on the enlarged Form 2A.

Ques. Will you read the instruction in this box, \_\_\_\_\_?

Ans. If answer is "No" to all three questions omit Questions 19 to 25.

You can see that you must follow these arrows. They tell you what questions to ask next.

- (3) Ques. 16-  
Job last  
week?

Now, let's look at Question 16. ----

Ques. Will you read this question please, \_\_\_\_\_?

Ans. Did you have a job of any kind last week?

Everyone knows that persons working for others for pay have jobs. However, I want to stress one thing here: the word job is not limited to paid jobs. Persons operating their own farms or businesses or in professional practice also have jobs - so do persons working without pay in a family business or farm.

Ques. Does a storekeeper have a job, \_\_\_\_\_?

Ans. Yes.

Ques. A 19-year-old boy helps on his father's farm without pay. Does he have a job, \_\_\_\_\_?

Ans. Yes, he has an unpaid job.

Ques. A 15-year-old girl helps her mother with the housework. If she does no other work does she have a job, \_\_\_\_\_?

Ans. No. (See Item (1) under "Do not count as with a job" on Page 38 of your Manual.)

Some respondents may not realize that "a job" in Question 16 includes part-time work. Others may not know that persons absent from work because of illness, vacation, labour dispute, etc., have jobs. Notice the words in brackets "Even if not at work, or part-time" in Question 16. ---- If the respondent shows that he does not understand the question as worded, you may have to use these words to expand on the original question. For example, you might say "By this question I mean did you have a job last week, even if not at work, or working part-time?"

Points to cover	Procedure
(4) Ques. 17- Looked for work?	<p>Remember, if a person did not have a job last week, you must ask Question 17.</p> <p><u>Ques.</u> Will you read this question, _____?</p> <p><u>Ans.</u> Did you look for work last week?</p> <p><u>Ques.</u> A housewife is looking for a part-time job. What space would you mark in Question 17, _____?</p> <p><u>Ans.</u> Mark "Yes" (part-time and full-time jobs are included).</p> <p>Obviously, "Yes" must be marked for those who actively looked for work. Also, you must mark "Yes" for those who would have actively looked for work except for temporary illness, layoff or the belief that no work was available.</p>
(5) Ques. 18- Worked in past 12 months?	<p>Look at Question 18 now. ---- If you must ask this question, remember to mark "Yes" for anyone who had a full-time or part-time job for any period in the past 12 months.</p> <p>Now, let's see if you know how to mark Questions 16 to 18 for a few cases.</p> <p><u>Ques.</u> A man has been working in his <u>present</u> job for 25 years. What entries would you make for these questions, _____?</p> <p><u>Ans.</u> Question 16 - Yes Questions 17 and 18 blank.</p> <p><u>Ques.</u> A respondent did not work or look for work last week. He retired last month. What entries would you make, _____?</p> <p><u>Ans.</u> Question 16 - No Question 17 - No Question 18 - Yes.</p>
(6) Instruc- tions on Ques. 16 to 18 in the Manual	<p>Detailed instructions on Questions 16 to 18 are given on Pages 36 to 39 of your Manual. Turn to them now and mark them for study at home.----</p> <div data-bbox="360 964 854 1064" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Have trainees complete Exercise E - Urban on Page 89 of the Work Book if the majority of your class have urban E.A.'s. If most have rural E.A.'s, have the class complete Exercise E - Rural on Page 90. Tell trainees to use the Manual in completing this exercise.</p> </div>

EXERCISE E - URBAN E.A.'S ONLY

Allow trainees 10 minutes to complete this Exercise. They may use the Manual to help them. Correct it by calling on various trainees to read their answers. (Correction time 5 minutes.) Refer the class to the Manual for answers to questions which cause general difficulty.

Indicate what entries you would make in Questions 16, 17 and 18 for each of the following cases. You may use the Manual to help you.

<p>1. A stenographer who took last week off to go on a trip.</p>	<table border="1"> <tbody> <tr> <td>16 Did you have a job of any kind last week? (Even if not at work, or part-time)</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>17 Did you look for work last week?</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>18 Did you have a job at any time in the past 12 months?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>	16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	17 Did you look for work last week?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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<p>2. A housewife who was engaged from time to time during the year as a supply teacher. She did not work or look for work last week.</p>	<table border="1"> <tbody> <tr> <td>16 Did you have a job of any kind last week? (Even if not at work, or part-time)</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>17 Did you look for work last week?</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>18 Did you have a job at any time in the past 12 months?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>	16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	17 Did you look for work last week?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>								
<p>3. A shipping clerk took last week off to care for his sick wife.</p>	<table border="1"> <tbody> <tr> <td>16 Did you have a job of any kind last week? (Even if not at work, or part-time)</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>17 Did you look for work last week?</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>18 Did you have a job at any time in the past 12 months?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>	16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	17 Did you look for work last week?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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<p>4. An odd-job labourer who did not work or look for work last week but worked during the past year.</p>	<table border="1"> <tbody> <tr> <td>16 Did you have a job of any kind last week? (Even if not at work, or part-time)</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>17 Did you look for work last week?</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>18 Did you have a job at any time in the past 12 months?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>	16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	17 Did you look for work last week?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>								
<p>5. A student nurse who does not receive cash wages.</p>	<table border="1"> <tbody> <tr> <td>16 Did you have a job of any kind last week? (Even if not at work, or part-time)</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>17 Did you look for work last week?</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>18 Did you have a job at any time in the past 12 months?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>	16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	17 Did you look for work last week?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>								
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18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>								
<p>6. A bus driver was on strike, i.e., involved in a labour dispute, for higher wages all last week.</p>	<table border="1"> <tbody> <tr> <td>16 Did you have a job of any kind last week? (Even if not at work, or part-time)</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>17 Did you look for work last week?</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>18 Did you have a job at any time in the past 12 months?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>	16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	17 Did you look for work last week?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>								
<p>7. A private-duty nurse "on call" who worked 11 months last year but did not work last week.</p>	<table border="1"> <tbody> <tr> <td>16 Did you have a job of any kind last week? (Even if not at work, or part-time)</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>17 Did you look for work last week?</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>18 Did you have a job at any time in the past 12 months?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>	16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	17 Did you look for work last week?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>								
<p>8. A truck driver who expects to be called back to the job from which he was laid off two weeks ago.</p>	<table border="1"> <tbody> <tr> <td>16 Did you have a job of any kind last week? (Even if not at work, or part-time)</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>17 Did you look for work last week?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>18 Did you have a job at any time in the past 12 months?</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </tbody> </table>	16 Did you have a job of any kind last week? (Even if not at work, or part-time)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	17 Did you look for work last week?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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17 Did you look for work last week?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>								
18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>								

## EXERCISE E - RURAL E.A.'S ONLY

Allow trainees 10 minutes to complete this Exercise. They may use the Manual to help them. Correct it by calling on various trainees to read their answers. (Correction time 5 minutes.) Refer the class to the Manual for answers to questions which cause general difficulty.

Indicate what entries you would make in Questions 16, 17 and 18 for each of the following cases. You may use the Manual to help you.

1. A farmer who directs the day-to-day operation of his farm but is physically unable to do any of the actual work on it himself.	16 Did you have a job of any kind last week? (Even if not at work, or part-time) 17 Did you look for work last week? 18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. A truck driver who expects to be called back to the job from which he was laid off two weeks ago.	16 Did you have a job of any kind last week? (Even if not at work, or part-time) 17 Did you look for work last week? 18 Did you have a job at any time in the past 12 months?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. A housewife who spent a few hours last week looking after the large flock of chickens on her husband's farm.	16 Did you have a job of any kind last week? (Even if not at work, or part-time) 17 Did you look for work last week? 18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. A farmer who was ill last week and could not work.	16 Did you have a job of any kind last week? (Even if not at work, or part-time) 17 Did you look for work last week? 18 Did you have a job at any time in the past 12 months?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. A 17-year-old student who does chores on his father's farm.	16 Did you have a job of any kind last week? (Even if not at work, or part-time) 17 Did you look for work last week? 18 Did you have a job at any time in the past 12 months?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6. An odd-job labourer who did not work or look for work last week but worked during the past year.	16 Did you have a job of any kind last week? (Even if not at work, or part-time) 17 Did you look for work last week? 18 Did you have a job at any time in the past 12 months?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7. A housewife left her job to get married a month ago. She hasn't worked or looked for work since.	16 Did you have a job of any kind last week? (Even if not at work, or part-time) 17 Did you look for work last week? 18 Did you have a job at any time in the past 12 months?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8. A bus driver was on strike, i.e., involved in a labour dispute, for higher wages all last week.	16 Did you have a job of any kind last week? (Even if not at work, or part-time) 17 Did you look for work last week? 18 Did you have a job at any time in the past 12 months?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

V - The Population Questionnaire - Form 2A (Con.)

E - Questions 19 to 23

Points to cover	Procedure
<p>1. Ques. 19- Hours usually worked each week?</p>	<p>Turn to the Form 2A on Page 30 of your Work Book.---- Look at Question 19.----</p> <p>There are two main things to remember about reporting hours worked:</p> <p>(1) report usual hours worked; and</p> <p>(2) if the person had more than one job, add up the hours worked at each and report the total.</p> <p>Mark "Never worked" if a person is looking for his first job. Notice the instruction following the arrow from this marking space.</p> <p><u>Ques.</u> Will you read this instruction please, _____?</p> <p><u>Ans.</u> Omit Questions 20 to 25.</p> <p><u>Ques.</u> A respondent says he is looking for his first job what should you enter in Questions 16 to 25, _____?</p> <p><u>Ans.</u> Question 16 - No  Question 17 - Yes  Question 18 - Leave blank  Question 19 - Never worked  Questions 20 to 25 - Leave blank.</p>
<p>2. Ques. 20 to 23- (1) General</p>	<p>Now, look at Questions 20 to 23.----</p> <p>You will notice that all of these questions are related, that is -</p> <ul style="list-style-type: none"> <li>• Question 20 asks for whom the person worked;</li> <li>• Question 21 - the kind of business or industry of his employer;</li> <li>• Question 22 - the kind of work the person does, his occupation; and</li> <li>• Question 23 indicates whether the person worked for others or had his own business.</li> </ul> <p>You must always complete these questions if you have marked "Yes" in any of Questions 16 to 18 and the person has worked before.</p> <p>If you have a "Yes" in Question 16 - describe the job the person had last week. If you have a "Yes" in either of Questions 17 or 18 - describe the <u>last</u> job he had.</p>

Points to cover	Procedure
	<p>Look at your Form 2A for Norman Blair. ----</p> <p><u>Ques.</u> What is the entry in Question 16, _____?</p> <p><u>Ans.</u> Yes.</p> <p>The entries in Questions 20 to 23 describe the job he had last week.</p> <p>If a person had more than one job last week, you should describe only the one at which he spent the most time. Do not report both.</p> <p>Now, let's look at a couple of examples of how Questions 20 to 23 are handled for persons who did <u>not</u> work last week. First, look at Question 20. ---- The words "or when you last worked" in brackets are to remind you to describe their last job.</p> <p>Look at the entries for Paul Jaska on Page 34. The entry in Question 18 is "Yes" and the job he held in the past 12 months is described in Questions 20 to 23.</p> <p>Now, look at the entries for Norman Silvers on Page 35. ---- The entry in Question 17 is "Yes" and his last job is described in Questions 20 to 23.</p> <p>Notice that in all these examples none of the written entries extend beyond the space allotted for them.</p>
(2) Ques. 20- Firm name	<p>Now, let's take a closer look at Question 20, ----</p> <p><u>If the person worked for others</u>, you must report the exact name of the company or employer for whom he worked. Do not abbreviate. For example, enter Canadian General Electric Co. Ltd. - not C.G.E. or General Electric.</p> <p><u>If the person has his own business, farm or professional practice</u>, enter the business name under which he operates if he has one; if not, enter his own name. For example, John Smith has his own business but does not operate under a firm name - you would enter John Smith in Question 20. If you interview any of his employees you would also enter John Smith in this question for them.</p> <p>Now, turn to Page 40 of your Manual. ---- On this page are "Instructions dealing with firms having more than one establishment". Study these carefully at home as they are very important.</p>

## Points to cover

## Procedure

Now, look at the examples of entries for Federal or Provincial Government employees on Page 41.---- Each of these shows:

- (1) the level of government - Federal or Provincial;
- (2) the name of the department - as Department of Agriculture or Transport; and
- (3) the branch or division - as Livestock Division or Canal Services.

Ques. How would you report an employee of a district taxation office of the Federal Department of National Revenue,\_\_\_\_?

Ans. Federal Department of National Revenue, Taxation Branch.

Look at the examples of entries for government boards, commissions, schools, etc. In each of these the full name is shown, for example, Canadian Broadcasting Corporation or Canadian Wheat Board.

Notice also the instructions on how to complete Question 20 for municipal government employees on Page 42. Refer to them, if necessary.

(3) Ques. 21-  
Industry

Look at Question 21 on Page 35 of your Work Book.

Ques. Will you read the examples printed above the Enumerator's entry in this question,\_\_\_\_?

Ans. Retail grocery, auto manufacturing, city busline transportation.

At least two words are usually required to describe the kind of business or industry. In these examples, one of the words is general. It describes the main division of industry - as retail, manufacturing and transportation. The other words are specific. They describe the product or service of the business - as grocery, auto and city busline. Your entries are correct only if you describe the type of business with both general and specific words.

For example, a respondent may tell you he works for a drug company. In this case, you must find out whether it is a drug manufacturing company, a wholesale drug company or a retail drug store. In other words, in addition to the specific word - drug - you must also obtain a general word to describe the main division of industry and report both.

Points to cover	Procedure
(4) Ques. 22-Occupation	<p><u>Remember</u>, always use at least two words. Farming is the only case where one word is enough.</p> <p>Now, turn to Pages 42 and 43 of your Manual.---- Detailed instructions on Industry are given on these pages. Please find the instructions on how to report "Home businesses" and "Private household workers". Read these two paragraphs now.</p> <div data-bbox="351 364 846 408" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow time for this.</p> </div> <p>Please look at Question 22 on Page 35 of your Work Book. ----</p> <p><u>Ques.</u> Will you read the examples printed above the Enumerator's entry in this question, _____?</p> <p><u>Ans.</u> Sales clerk, lathe operator, purchasing agent.</p> <p>Again, as in Question 21, two or more words are usually required to describe the kind of work properly. If the respondent replies in vague or general terms, question him further to obtain the specific occupation.</p> <p>Please turn to Pages 44 and 45 of your Manual.---- Look at the examples of "Non-acceptable" and "Acceptable" entries.</p> <p><u>Ques.</u> "Agent" is given as an example of a "non-acceptable" entry. Will you read the acceptable entries for agent, _____?</p> <p><u>Ans.</u> Advertising agent, purchasing agent, sales agent, freight agent.</p> <p>As you can see from these examples, the term agent itself is not sufficient since it does not specify the <u>type</u> of agent. Look at the examples of acceptable entries for machine operator.---- Notice that each of these specifies the <u>type</u> of machine operator as - <u>adding</u>-machine operator, <u>drilling</u>-machine operator, etc.</p> <p>Be sure to study these examples of acceptable and non-acceptable entries and refer to them when necessary.</p> <p>The terms machine operator and machinist are often used interchangeably by respondents. Your Manual explains the difference between these occupations. Consult it, if necessary.</p> <p>Also, never use the term "labourer" if a more specific description of the person's occupation can be obtained.</p>



Points to cover	Procedure
(5) Ques. 23- Class of worker	<p>Look at the instruction on how to report members of religious orders and the armed forces on Page 45 of your Manual. They are in paragraphs (a) and (b) under the heading "<u>Cautions</u>". Read these and also paragraph (c) now.</p>
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow time for this.</p> </div>
	<p>Now, look at Question 23 on Form 2A.----</p>
	<p>Note the two marking spaces under "Worked for others". In these you must show whether the person was a "wage or salary earner" or an "unpaid family worker". Remember, tips, piece rates, and payment in kind are considered as wages and salary.</p> <p>For those in their own business you must show whether they operated it with or without paid help.</p>
	<p>In many cases the answer to Question 23 will be obvious from the replies you have received to Questions 20 to 22. However, if there is any doubt about the correct entry, ask the question.</p> <p>Your Manual has detailed instructions on Questions 20 to 23. You must study these carefully at home, and refer to them during enumeration.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Have trainees complete Exercise F - Urban on Page 91 of the Work Book if the majority of your class have urban E.A.'s. If most have rural E.A.'s, have the class complete Exercise F - Rural on Page 92. They should use the Manual to help them with this exercise.</p> </div>

EXERCISE F - URBAN E.A.'S ONLY

Allow trainees 15 minutes to do this Exercise. Correct it by calling on various trainees to read their answers. (Correction time 5 minutes.) If necessary, use the explanations provided to elaborate on the answers given by trainees.

Advise those unable to finish this Exercise to do so at home. Also, tell them there is an additional Exercise on Page 95 of the Work Book which should be completed to-night. They can correct their own work from the answers in the back of the Work Book.

Indicate what entries you would make in Questions 20 to 23 for each of the following cases. You may use your Manual to help you.

## Questions, Answers and Explanations

Description of job	Question Number	Answer
1. Helen Little is a full-time sales clerk for the F.W. Woolworth Co. Ltd. in the daytime and works as a cashier for Childs' Restaurant a couple of evenings a week.	20	F.W. Woolworth Co. Ltd.
	21	Retail variety store or 5¢ and 10¢ store
	22	Sales clerk
	23	Wage or salary earner

Explanation: "Retail variety store" is the ideal entry in Question 21 although "5¢ and 10¢ store" is acceptable also. "Retail department store" is not acceptable as Woolworth's is not departmentalized. Variety and department stores are classified differently in census statistics.

2. John Kendall contracts to do a carpentry job and works along with his employees.	20	John Kendall
	21	Carpentry contracting
	22	Carpenter
	23	With paid help

Explanation: "Carpenter" (not contractor) should be entered in Question 22 to indicate that John Kendall is actually doing carpentry work himself. The term "contractor" would be correct if he did not do any carpentry.

## Questions, Answers and Explanations (Con.)

Description of job	Question Number	Answer
3. Charles Kennedy is employed as an electronic technician with the Canadian Broadcasting Corporation.	20	Canadian Broadcasting Corporation
	21	Radio and T.V. Broadcasting
	22	Electronic technician
	23	Wage or salary earner

Explanation: Charles Kennedy is employed by a crown company and the full name - Canadian Broadcasting Corporation - is entered in Question 20. (See instructions on Question 20 in Manual.)

4. Isabel White, a registered nurse, was on private duty last week in the home of Mrs. Jones. She was paid the usual fee of \$14 a day.	20	Isabel White
	21	Private duty nursing
	22	Registered nurse
	23	Without paid help

Explanation: A private duty nurse, engaged for a fee to attend a specific patient either in hospital or at home for a period of illness, is considered as operating her own business. (See Manual instructions on Question 23 - Item (5) - under Operated Own Business.) Since she does not operate under a business name, her name - Isabel White - is entered in Question 20. "Private duty nursing" in Question 21 adequately describes the kind of business. The term "registered" is an essential part of the answer to Question 22. It indicates the type of nurse and distinguishes her occupation from that of a practical nurse.

EXERCISE F - RURAL E.A.'S ONLY

Allow trainees 15 minutes to do this Exercise. Correct it by calling on various trainees to read their answers. (Correction time - 5 minutes.) If necessary, use the explanations provided to elaborate on the answers given by trainees.

Advise those unable to finish this Exercise to do so at home. Also, tell them there is an additional Exercise on Page 95 of the Work Book which should be completed to-night. They can correct their own work from the answers in the back of the Work Book.

Indicate what entries you would make in Questions 20 to 23 for each of the following cases. You may use your Manual to help you.

## Questions, Answers and Explanations

Description of job	Question Number	Answer
1. Bruce Fleming is a shipping clerk for the Dominion Textile Co. Ltd. This company is principally engaged in the manufacture of cotton yarns.	20	Dominion Textile Co. Ltd.
	21	Cotton yarn manufacturing
	22	Shipping clerk
	23	Wage or salary earner

Explanation: Entries must be as complete and specific as those shown above.

2. Harold Green owns and operates a dairy farm. His hired man left him a month ago and since then he has had the help of the unpaid members of his family only.	20	Harold Green
	21	Farming (or dairy farm)
	22	Farmer (or dairy farmer)
	23	Without paid help

Explanation: Harold Green's name is entered in Question 20 since he operates his own farm. The entries "Farming" and "Farmer" are adequate although the trainee is not incorrect if he also specifies the type, i.e., "dairy farm" and "dairy farmer". "Without paid help" is entered in Question 23 because last week he did not have any paid help. He had the help of "unpaid members of his family only". (See Manual instructions on Question 23 - Example (1) of "Persons operating own business without paid help".)

## Questions, Answers and Explanations (Con.)

Description of job	Question Number	Answer
3. John Connor, a 15-year-old student, son of Hugh Connor, helps with the general farm work on his home farm after school. All he gets is his allowance.	20	Hugh Connor
	21	Farming
	22	Farm labourer
	23	Unpaid family worker

Explanation: This is a case of a student working part-time on his father's farm. He is entered as an "unpaid family worker" because he does not receive regular cash wages.

4. Peter Dole has two jobs - he owns and operates a small farm and also sells general insurance on a commission basis for the Green Valley Insurance Co. Ltd. Last week he spent most of his time selling insurance. He conducts his business from his farm home.	20	Green Valley Insurance Co. Ltd.
	21	General Insurance
	22	Insurance salesman
	23	Wage or salary earner

Explanation: This is a case of a person having two jobs - farming and selling insurance. As he spent most of his time last week selling insurance, this is the job which must be described. He is a wage or salary earner since he is a salesman working for one company on a commission basis. (See Manual instructions on Question 23 - Worked for Others - Wage or Salary Earner.)

Urban - 2nd day - 11:05 - 11:20  
TIME: Rural - 1st day - 3:05 - 3:20

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V - The Population Questionnaire - Form 2A (Con.)

F - Questions 24 to 26

Points to cover	Procedure
1. Ques. 24- Weeks worked	<p>Look at your Form 2A on Page 35 of your Work Book.----</p> <p><u>Ques.</u> Will you read Question 24 please,_____?</p> <p><u>Ans.</u> In how many weeks did you work for wages or salary in the past 12 months?</p> <p>You must remember two important things about this question:</p> <p>(1) Only weeks worked for others for <u>wages or salary</u> are to be reported; and</p> <p>(2) count as a full week any week in which some work was done. For example, if a person worked for even an hour in a week, count it as a week worked.</p> <p>Paid vacations and sick leave count as weeks worked. For example, a teacher who worked a full school year should be marked "49-52".</p> <p><u>Ques.</u> A housewife worked two days each week for wages in the past 12 months. What space would you mark for her,_____?</p> <p><u>Ans.</u> "49-52". (Count as a full week, <u>any</u> week in which some work was done.)</p> <p>You must ask Question 24 of persons who operate their own business because they may have worked for wages or salary at some time during the year.</p> <p><u>Ques.</u> A person with his own business did not work for others for wages or salary. What space would you mark,_____?</p> <p><u>Ans.</u> The "None" marking space.</p> <p>The "None" space should also be marked for persons such as student nurses and members of religious orders who worked for payment in kind only in a non-family enterprise. Such persons would, of course, be marked as wage and salary earners in Question 23.</p>
2. Ques. 25- Wage and salary income	<p><u>Ques.</u> Will you read Question 25 please,_____?</p> <p><u>Ans.</u> "What was (your) gross <u>wage and salary</u> income (before deductions) in this period?"</p>

Points to cover	Procedure
	<p>Note the words "before deductions" in brackets. This means that we want <u>total</u> wage and salary income - not take-home pay. If the respondent <u>knows</u> only his "take-home" pay ask him to estimate his deductions and add this to his "take-home" pay. Remember, tips, commissions and piece rates are considered as wages and salary.</p> <p>Two marks are always required to show wage and salary income of less than \$12,000. It is to be shown to the nearest \$100. That is, amounts ending in \$50 or more should be raised to the next \$100. For example, \$5,150 will be shown by marking \$5,000 on the top line and \$200 on the bottom line.</p> <p><u>Ques.</u> How would you mark \$5,125, _____?</p> <p><u>Ans.</u> \$5,000 on the top line and \$100 on the bottom line.</p> <p><u>Ques.</u> How would you show an income of less than \$50, _____?</p> <p><u>Ans.</u> By marking "0" on the top line and "0" on the bottom line.</p> <p>If you are in doubt as to what should be included as wage and income, consult your Manual.</p> <p><u>Ques.</u> A man in his own business tells you he did some work for others for wages and salary. Should you ask Question 25, _____?</p> <p><u>Ans.</u> Yes.</p> <p><u>Ques.</u> Will you enter his total income, _____?</p> <p><u>Ans.</u> No, only the amount earned in wages or salary for working for someone else.</p> <p>Remember, wages or salary is money earned by an employee who works for someone else.</p> <p>Are there any questions on this part of Form 2A?</p> <p><u>Ques.</u> Will you read the heading between Questions 25 and 26, _____?</p> <p><u>Ans.</u> Question 26 for all <u>males</u> 25 years of age and over.</p> <p>Look at Question 26 now.---- In this question, active military service includes service in the Army, Navy or Air Force of Canada or allied countries in any war-time period.</p> <p>In the first part of this question, that is "in what war(s)" - two entries are possible if the person served in more than one war-time period. Don't forget to mark the "None" space for those with no wartime service.</p>
3. Ques. 26- War service	

## Points to cover

## Procedure

**NOTE CAREFULLY**

The next 25 minutes of training time is to be used for Practice Interviews on Questions 16 to 26.

- If the majority of your class have urban E.A.'s, you will use "G - Practice Interviews - Ques. 16 to 26 - Urban Only" on Pages 61 to 65 of this Manual. The material on Pages 66 to 68 include Practice Interviews for rural areas and you must skip these pages.
- If the majority of your class have rural E.A.'s, skip Pages 61 to 65 of this Manual and go on to Page 66 "H - Practice Interviews - Ques. 16 to 26 - Rural Only".



## V - The Population Questionnaire - Form 2A (Con.)

## G - Practice Interviews - Questions 16 to 26 - URBAN ONLY

Points to cover	Procedure
1. Introduction to Practice Interview No. 1 - Frank J. Brown	<p>Now, let's go back to our practice household, the Browns - and complete Questions 16 to 26 for the household members. Turn to the Form 2A on Page 60 of your Work Book which you used to complete Questions 1 to 15 for Mr. Brown.</p> <p>_____, will you act as Enumerator, please, and ask Questions 16 to 26 for Mr. Brown? Remember, you are talking to Mrs. Brown and you want the required information for her husband. Every-one record my answers, please.</p>

**Enum.:** Did Mr. Brown have a job of any kind last week? (Q. 16)

**Resp.:** Of course he had.

**Enum.:** How many hours does he usually work each week? (Q. 19)

**Resp.:** He works a 5-day week - usually 9 to 5. I think he gets an hour for lunch.

**Enum.:** For whom did he work last week? (Q. 20)

**Resp.:** He worked for a gas company.

A further question is necessary to determine the name of the company.

**Enum.:** What's the exact name of the company?

**Resp.:** Trans-Canada Pipelines Ltd.

**Enum.:** What kind of business or industry was this (Q. 21)

**Resp.:** They operate a gas pipeline.

**Enum.:** What kind of work did he do in this industry? (Q. 22)

**Resp.:** He's an engineer.

A further question must be asked to determine the kind of engineer.

**Enum.:** What kind of an engineer is he?

**Resp.:** He's a civil engineer.

Points to cover	Procedure
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Tell trainees to complete Question 23. It need not be asked since it is obvious Mr. Brown is a salary earner.

**Enum.:** In how many weeks did he work for wages or salary in the past 12 months? (Q. 24)

**Resp.:** Let's see—I don't think he missed any time except for our vacation and the two weeks he was off sick last fall. He got paid for that, though.

**Enum.:** What was his gross wage and salary income (before deductions) in this period? (Q. 25)

**Resp.:** His salary is \$200 a week but after deductions he gets about \$150.

Interrupt interview to tell trainees not to make calculations on Form 2A. They should use the note book provided in the Portfolio.

**Enum.:** Did he ever have any wartime service in the active military forces of Canada or allied countries? (Q. 26)

**Resp.:** Oh yes! He was in the last war.

For such replies the Enumerator should establish whether the respondent means the Korean War or World War II by a question such as the following.

**Enum.:** Do you mean the Korean War or World War II?

**Resp.:** World War II.

**Enum.:** In what forces?

**Resp.:** The Canadian Forces.

Points to cover	Procedure		
2. Correct entries for Frank J. Brown	<p>Will you read your answers to these questions please, _____?</p> <p>I will enter them on the enlarged Form 2A. See that your entries correspond and ask about any you do not understand.</p> <div data-bbox="364 282 859 463" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>ANSWER KEY FOR FRANK J. BROWN</b></p> <table style="width: 100%;"> <tbody> <tr> <td style="vertical-align: top;"> <b>Ques. 16</b> - Yes  <b>" 17</b> - Blank  <b>" 18</b> - Blank  <b>" 19</b> - 35-39  <b>" 20</b> - Trans-Canada Pipelines Ltd.  <b>" 21</b> - Gas pipeline operation </td><td style="vertical-align: top;"> <b>Ques. 22</b> - Civil engineer  <b>" 23</b> - Wage or salary earner  <b>" 24</b> - 49-52  <b>" 25</b> - top line - 10,000  bottom line - 400  <b>" 26</b> - World War II (1939-45)  Canadian </td></tr> </tbody> </table> </div>	<b>Ques. 16</b> - Yes <b>" 17</b> - Blank <b>" 18</b> - Blank <b>" 19</b> - 35-39 <b>" 20</b> - Trans-Canada Pipelines Ltd. <b>" 21</b> - Gas pipeline operation	<b>Ques. 22</b> - Civil engineer <b>" 23</b> - Wage or salary earner <b>" 24</b> - 49-52 <b>" 25</b> - top line - 10,000 bottom line - 400 <b>" 26</b> - World War II (1939-45) Canadian
<b>Ques. 16</b> - Yes <b>" 17</b> - Blank <b>" 18</b> - Blank <b>" 19</b> - 35-39 <b>" 20</b> - Trans-Canada Pipelines Ltd. <b>" 21</b> - Gas pipeline operation	<b>Ques. 22</b> - Civil engineer <b>" 23</b> - Wage or salary earner <b>" 24</b> - 49-52 <b>" 25</b> - top line - 10,000 bottom line - 400 <b>" 26</b> - World War II (1939-45) Canadian		
3. Practice Interview No. 2 - Margaret F. Brown	<p>Will you enumerate Mrs. Brown please, _____?</p>		

**Enum.:** Mrs. Brown, did you have a job of any kind last week? (Q. 16)

**Resp.:** With all the housework I have to do? I should say not.

**Enum.:** Did you look for work last week? (Q. 17)

**Resp.:** No, I didn't.

**Enum.:** Did you have a job at any time in the past 12 months? (Q. 18)

**Resp.:** Well, I did some hairdressing until the first of August last year. Do you want a record of that?

**Enum.:** Yes. How many hours did you usually work each week? (Q. 19)

**Resp.:** I had customers 3 days a week from 1 to 5. The other days I had to clean the house and wash and iron.

**Enum.:** For whom did you work when you last worked? (Q. 20)

**Resp.:** Oh, I had my own business downstairs.

Tell trainees to enter Margaret F. Brown in Question 20 since she did not operate under a business name. Also, ask them to complete Questions 21 and 22 as Mrs. Brown has supplied the required information for these questions. When they have done so, tell the trainee to continue with the interview by asking Question 23.

## Points to cover

## Procedure

**Enum.:** Did you operate your business with or without paid help? (Q. 23)

**Resp.:** I didn't have anyone helping me.

**Enum.:** In how many weeks did you work for wages or salary in the past 12 months? (Q. 24)

**Resp.:** I didn't get any wages. I've just told you I had my own business.

4. Correct entries  
for Margaret  
F. Brown

Will you read your entries for Mrs. Brown please, \_\_\_\_\_?

Correct the trainee if his answers do not correspond with those below.

ANSWER KEY FOR MARGARET F. BROWN

Ques. 16 - No	Ques. 21 - Hairdressing shop
" 17 - No	" 22 - Hairdresser
" 18 - Yes	" 23 - Without paid help
" 19 - 1-19	" 24 - None
" 20 - Margaret F. Brown	" 25 - Blank
	" 26 - Blonk

5. Practice Inter-  
view No. 3 -  
Mary E. Brown

\_\_\_\_\_, will you enumerate the older child in this household - that is Mary E. Brown. She is 15 years old.

**Enum.:** Mrs. Brown, did Mary have a job of any kind last week? (Q. 16)

**Resp.:** Well, I'm not sure you'd call it a job.

Since the respondent is not sure how to answer this question, tell the trainee to use the words "Even if not at work, or part-time" to expand on the original question.

**Enum.:** By this question I mean did she have a job last week, even if not at work, or working part-time?

**Resp.:** Well, she did some babysitting. She loves to pick up a bit of extra money.

**Enum.:** How many hours does she usually work each week? (Q. 19)

**Resp.:** Let me see. She babysits once a week. I think she's usually away about 4 hours.

## Points to cover

## Procedure

**Enum.:** For whom did she work last week? (Q. 20)

**Resp.:** Mrs. Stanley – our next-door neighbour.

Ask trainees to complete Questions 20 to 23. They need not be asked as Mrs. Brown has already supplied the required information.

**Enum.:** In how many weeks did she work for wages or salary in the past 12 months? (Q. 24)

**Resp.:** For wages or salary? The only work she did was babysitting for Mrs. Stanley. She was there every Friday night except for the two weeks when we were on our vacation.

**Enum.:** What was her gross wage and salary income (before deductions) in this period? (Q. 25)

**Resp.:** She made about \$2.00 a night.

6. Correct entries  
for Mary E.  
Brown

Will you read your entries for Mary Brown please, \_\_\_\_\_?

Correct the trainee if his answers do not correspond with those below.

ANSWER KEY FOR MARY E. BROWN

Ques. 16 – Yes	Ques. 22 – Babysitter
" 17 – Blank	" 23 – Wage or salary
" 18 – Blank	earner
" 19 – 1-19	" 24 – 49-52
" 20 – Mrs. Stanley	" 25 – top line – 0
" 21 – Private home	bottom line – 100
	" 26 – Blank

7. Home  
Assignment

Now, before we leave Form 2A, there are two things I would like you to do to-night.

- (1) Compare your entries for the Form 2A part of the Pre-Training Exercise with those in the back of your Work Book. With the instruction you have received on Form 2A you will likely understand the reasons for the correct entries. If you do not, don't hesitate to ask me about them.
- (2) Also, please complete the exercise on Questions 20 to 23 on Page 95 of your Work Book to-night. Correct answers to this exercise are shown in the back of your Work Book.

Points to cover	Procedure
1. Introduction to Practice Interview No. 1 - Peter Green	<p>Now, let's practise completing Questions 16 to 26 for a household. Please turn to the Form 2A on Page 64 of your Work Book.----</p> <p>We'll assume that Mr. &amp; Mrs. Peter Green and their daughter live in this household and you have completed Questions 1 to 15 for them. Will you act as Enumerator please, _____? You are speaking to Mrs. Green and you want the required information for her husband.</p>

Enum.: Did Mr. Green have a job of any kind last week? (Q. 16)

Resp.: If you call running the farm a job, he certainly did.

Enum.: How many hours does he usually work each week? (Q. 19)

Resp.: I don't think I can tell you the exact number of hours. He usually works more than 10 hours a day.

Enum.: For whom did he work last week? (Q. 20)

Resp.: For himself—here on our farm.

Ask trainees to complete Questions 21 and 22. The required information has been supplied by Mrs. Green's answers to previous questions.

Enum.: Did he operate the farm with or without paid help? (Q. 23)

Resp.: He has a man helping him. He'd never be able to manage if he didn't.

Enum.: In how many weeks did he work for wages or salary in the past 12 months? (Q. 24)

Resp.: He didn't work at all for wages or salary. The farm keeps him busy enough.

Enum.: Did Mr. Green have any wartime service in the active military forces of Canada or allied countries? (Q. 26)

Resp.: Yes—Peter was overseas from 1942 to 1945.

Enum.: In what forces?

Resp.: He was in the R.C.A.F.

2. Correct entries for Peter Green	<p>Will you read your answers to these questions please, _____? I will enter them on the enlarged Form 2A. See that your entries correspond and ask about any you do not understand.</p>
------------------------------------	--

Points to cover	Procedure
	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>ANSWER KEY FOR PETER GREEN</b>            Ques. 16 - Yes                      Ques. 22 - farmer                  " 17 - Blank                " 23 - with paid help                  " 18 - Blank                " 24 - None                  " 19 - 50+                  " 25 - Blank                  " 20 - Peter Green        " 26 - World War II (1939 - 45)                  " 21 - farming              Canadian         </div>
3. Practice Interview No. 2 - Mrs. Green	Will you interview Mrs. Green please, _____? Start with Question 16.

**Enum.:** Mrs. Green, did you have a job of any kind last week? (Q. 16)

**Resp.:** No - nothing that I get paid for. Besides the housework, I look after the hens and chickens and help with the milking.

If the trainee does not ask Question 19 explain that Mrs. Green should be considered as having a job, i.e. an unpaid job in a family farm.

**Enum.:** How many hours do you usually work each week? (Q. 19)

**Resp.:** Do you mean at housework or milking and looking after the chickens?

**Enum.:** Milking and looking after the chickens.

**Resp.:** I suppose I spend about three hours a day.

**Enum.:** For whom did you work last week? (Q. 20)

**Resp.:** I guess I worked for my husband. He owns the farm.

Ask trainees to complete Questions 21 to 23. Mrs. Green has already supplied the information for these questions.

**Enum.:** In how many weeks did you work for wages or salary in the past 12 months? (Q. 24)

**Resp.:** None.

4. Correct entries for Mrs. Green	Will you read your entries for Mrs. Green please, _____?
	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>ANSWER KEY FOR MRS. GREEN</b>            Ques. 16 - Yes                      Ques. 21 - farming                  " 17 - Blank                " 22 - farm labourer                  " 18 - Blank                " 23 - unpaid family worker                  " 19 - 20-29                " 24 - None                  " 20 - Peter Green        " 25 - Blank                                                  " 26 - Blank         </div>

Points to cover	Procedure
5. Practice Interview No. 3 - Miss Green	Mrs. Green's daughter is 23 years old. Will you ask Questions 16 to 25 for her, _____? You are still talking to Mrs. Green.

**Enum.:** Did your daughter have a job of any kind last week? (Q. 16)

**Resp.:** Yes - she teaches Grades 3 and 4 in the public school in town.

**Enum.:** How many hours does she usually work each week? (Q. 19)

**Resp.:** She works the normal school day - 9 to 4 with one hour for lunch.

**Enum.:** For whom did she work last week? (Q. 20)

**Resp.:** She's employed by the Mainville Public School Board.

Questions 21 to 23 need not be asked. Trainees can complete them from the answers supplied to previous questions.

**Enum.:** In how many weeks did she work for wages or salary in the past 12 months? (Q. 24)

**Resp.:** Well, with her summer and other holidays I guess she's off about 3 months in the year. She taught the full school year, though.

**Enum.:** What was her gross wage and salary income (before deductions) in this period? (Q. 25)

**Resp.:** She gets \$3,500 a year.

6. Correct entries for Miss Green	Will you read your entries for Miss Green please, _____?
-----------------------------------	--

#### ANSWER KEY FOR MISS GREEN

Ques. 16 - Yes	Ques. 22 - Public School Teacher
" 17 - Blank	or
" 18 - Blank	Grades 3 and 4 Teacher
" 19 - 30 - 34	" 23 - Wage or salary eomer
" 20 - Mainville Public	" 24 - 49 - 52
School Board	" 25 - top line - 3,000
" 21 - Public School or	bottom line - 500
Elementary School	" 26 - Blank

#### 7. Home Assignment

Now, before we leave Form 2A there are two things I would like you to do to-night:

- (1) Compare your entries for the Form 2A part of the Pre-Training Exercise with those in the back of your Work Book. With the instruction you have received on Form 2A you will likely understand the reasons for the correct entries. If you do not, don't hesitate to ask me about them.
- (2) Also, please complete the exercise on Questions 20 to 23 on Page 95 of your Work Book to-night. Correct answers to this exercise are shown in the back of your Work Book.



V - The Population Questionnaire  
I - Test Documents

Points to cover

Procedure

You have been supplied with a package of Forms 2A labelled "30 Forms 2A For Testing Enumerators' Marking". Give one of these Forms 2A to each trainee before you start the instructions below.

With the instructions you have received on Form 2A you should have no difficulty in obtaining the required information from respondents. However, much of your work will be wasted unless you record it properly. I have instructed you previously on how to mark documents. Also, you have had an opportunity to do a considerable amount of marking during the practice interviews. Now, let's use the Forms 2A I have distributed to see if you can mark correctly.

Each of you will complete one section of this Form 2A. I will send your forms to Ottawa where they will be tested by machines to see if you have marked them properly. As soon as I know the results I will contact those who have made unsatisfactory marks.

Please enter the following information in Questions 1, A, B and C on your Form 2A now. In Question 1 mark "Start of a new household". ---- In Question A enter 0-0-1. ---- In Question B enter your home address. ---- Mark "No" in Question C. ---- Please enter your own name in Question 2 and mark "Head of household" in Question 3. ----

Everyone please complete the remaining questions by enumerating yourself.

Allow time for this.

Now, will everyone please enter my address and name in Questions B and 2 in the section adjoining the one you just completed.

Write your address and name on the blackboard, if you have one, and allow time for trainees to record it.

## Points to cover

## Procedure

Collect completed Forms 2A. Make certain as you do so that each trainee has correctly entered both his and your name and address on the Form 2A. Aside from the name and address do not change or retrace any marks made by the trainee.

Immediately after class, package the completed documents between the two cardboard covers supplied, wrap securely and ship by mail (AIRMAIL wherever possible) or express to:

The Director,  
Census Division,  
Dominion Bureau of Statistics,  
Ottawa, Ontario.

Documents with unsatisfactory marks will be sent to you immediately after they have been tested at Head Office. They are not to be returned to the trainees, but you must:

- (1) Advise any trainees concerned that marks on their "test" documents were not satisfactory.
- (2) Review marking instructions with the trainee and emphasize the importance of correct marks.
- (3) Check the work of these trainees frequently in the field to make certain they are following instructions.
- (4) Destroy the "test" documents.

Distribute E.A. maps to trainees receiving full day instruction.

VI - Population (Temporary Residents) - Form 3

Points to cover	Procedure
1. Introduction	<div data-bbox="356 274 849 327" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Display a Form 3 and have trainees locate their copy in their Portfolios.</p> </div> <p>This is a Temporary-Resident Document - Form 3. It is used to enumerate all visitors who stayed at least overnight on May 31st - June 1st in a household in your E.A.</p> <p>Look at the specimen Visitation Record on Page 24 of your Work Book.----</p> <p><u>Ques.</u> What entry tells you that this document must be completed, _____?</p> <p><u>Ans.</u> The one in Column 8.</p> <p><u>Ques.</u> Can you tell me the Household Numbers in which Temporary-Resident Documents will be completed, _____?</p> <p><u>Ans.</u> Household Numbers 018, 022, 025 and 029.</p> <p><u>Ques.</u> How many will be completed in Household 025, _____?</p> <p><u>Ans.</u> Two.</p> <p>Let's discuss the entries on this form before we practise completing it. Look at the specimen Form 3 on Page 48 . ----</p>
2. Ques. 1 and 2 Identification and name	<p>Remember to complete Questions 1 and 2 on each document.</p>
3. Ques. 3 Relates to <u>usual</u> resi- dence	<p>In each part of Question 3, the word <u>usual</u> is underlined to remind you that you must report the information for the person's <u>usual residence</u> - not where he has been staying temporarily.</p> <p><u>Ques.</u> Will you read the last part of Question 3, _____?</p> <p><u>Ans.</u> Is there someone at your <u>usual</u> residence to report you to the Enumerator?</p> <p>If the answer is "No", you must complete Questions 4 to 26. These are exactly the same as the questions on Form 2A.</p> <p>If the answer is "Yes", no further entries are required.</p>

Points to cover	Procedure
4. Practice Interview	<p>Let's complete a Form 3 for a temporary resident - use the Form 3 on Page 82 of your Work Book.----</p> <p>Complete Questions 1 and 2 now. You are working in District No. 613A, E.A. No. 4. ---- The Household Number is 022. ---- The name of the temporary resident is Howard J. Green. ----</p> <p>Mr. _____, will you act as Enumerator, please? Assume that you can interview Mr. Green personally. Everyone record my answers.</p>

Enum.: What is the exact location of your usual residence? (Q. 3)

Resp.: 1124 Main St., Franktown, Ont.

Enum.: What is your relationship to the head of the household at your usual residence? (Q. 3)

Resp.: I live with my parents.

Enum.: What is the name of the head of the household at your usual place of residence? (Q. 3)

Resp.: You want my father's name? - William J. Green.

Enum.: Is there someone at your usual residence to report you to the Enumerator? (Q. 3)

Resp.: My parents will report me.

5. Correct entries for Howard J. Green	<p>Mr. _____, will you read your entries for these questions, please?</p> <div data-bbox="333 911 831 1034" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>ANSWER KEY FOR HOWARD J. GREEN</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Ques. 1 - Dist. No. 613A E.A. No. 4 Hhd. No. 022</td> <td style="width: 50%;">Ques. 3 - 1124 Main St., Franktown, Ont. Son Green, William J. Yes.</td> </tr> <tr> <td>Ques. 2 - Green, Howard J.</td> <td></td> </tr> </table> </div> <p>Remember, if the answer to the last question had been "No", you would have had to complete Questions 4 to 26.</p>	Ques. 1 - Dist. No. 613A E.A. No. 4 Hhd. No. 022	Ques. 3 - 1124 Main St., Franktown, Ont. Son Green, William J. Yes.	Ques. 2 - Green, Howard J.	
Ques. 1 - Dist. No. 613A E.A. No. 4 Hhd. No. 022	Ques. 3 - 1124 Main St., Franktown, Ont. Son Green, William J. Yes.				
Ques. 2 - Green, Howard J.					

## Points to cover

## Procedure

6. Envelope for  
Form 3

You will receive your Forms 3 in an envelope like this. ----

Display Form 15 - Envelope for Forms 3.

Use it for both blank and completed Forms 3. Remember to complete the identification entries on the Envelope before you start enumerating.

TIME: Urban - 3rd day) 9:15-9:20  
Rural - 2nd day)

VII - Individual Population Form - Form 5

Points to cover	Procedure
1. Introduction	<div>Display a Form 5 and have the trainees look at their copy.</div> <p>This is a Form 5. Please find your copy in the Portfolio. ----</p>
2. When and Why used	<p>In some households it may not be possible to interview such persons as boarders and lodgers or to obtain information about them from other household members. In these cases, <u>as a last resort</u>, you may leave a Form 5 to be completed by the individual.</p>
3. Procedure	<p>When you leave this form, certain entries must be made in the Visitation Record, on Form 5 and on Form 2A.</p> <p>(1) An example of those in the Visitation Record is shown in the Remarks Column for Household 032 on Page 27 of your Work Book. Look at it now. ----</p> <p>Notice that the Enumerator has reported the number of Forms 5 left and the date he will return to collect them. A check mark is also made in Column 11 to remind him to pick up these forms.</p> <p>(2) An example of the entries to be made on Form 5 is shown on Page 51 of your Work Book. ----</p> <p>Notice how the identification entries are completed. Also, in the section for private dwellings, the person's name and the date the Enumerator will return to collect the form have been entered.</p> <p>(3) <u>If the person for whom the Form 5 is left is a usual resident of the household, enter his name on Form 2A with the other household members.</u> You will, of course, have determined whether he is a usual or temporary resident when you have completed Columns 6 to 8 of the Visitation Record.</p> <p>The section for "Hotels, Institutions, etc." will be explained later if you have such places in your area.</p>

Points to cover	Procedure
	<p data-bbox="306 192 605 209">When you pick up the Form 5 -</p> <ol style="list-style-type: none"><li data-bbox="360 233 860 270">(1) Cross off the check mark in Column 11 of your Visitation Record.</li><li data-bbox="360 297 964 357">(2) Examine the form before leaving the dwelling. If you are not satisfied with it, leave a second form together with a note explaining why it has been left.</li><li data-bbox="360 380 954 440">(3) In the evening, transcribe the information to the Form 2A reserved for this person or to a Form 3 as the case may be.</li><li data-bbox="360 463 964 521">(4) When you have transcribed the information enter a large check mark across Form 5 and return the form with your supplies.</li></ol>

TIME: Urban - 3rd day } 9:20 - 9:55  
Rural - 2nd day }

VIII - The Housing Questionnaire - Form 2B

A. Questions A to 6

Points to cover	Procedure
	<div>Make sure that both parts of the enlarged Housing Document are on display. Show your copy of Form 2B as you introduce the discussion.</div>
1. When to complete Form 2B	<p>This is the Housing Questionnaire, Form 2B - these forms will be found in the back of your Enumeration Book.</p> <p><u>Ques.</u> When will this questionnaire be completed, _____? <u>Ans.</u> For every sample dwelling.</p> <p><u>Ques.</u> How do you know which are sample dwellings, _____? <u>Ans.</u> From the Visitation Record.</p> <p>Please turn to Page 24 of your Work Book. ----</p> <p><u>Ques.</u> Which are the sample dwellings on this page, _____? <u>Ans.</u> Numbers 018, 023 and 028.</p> <p>You must complete a Housing Questionnaire for every sample dwelling. The only exception to this is if <u>all</u> persons in a household are listed in Column 8 of the Visitation Record, that is, they are temporary residents.</p> <p>If a dwelling is temporarily "closed" and you are certain the household will be away for the <u>entire period</u> of enumeration, get as much information as possible for <u>Form 2B</u> from observation or from neighbours. However, if it appears the household will be away for a few days only, <u>be sure to call back</u> for the information rather than ask neighbours for it.</p> <p>Now look at the specimen Visitation Record on Page 26 of your Work Book. ----</p> <p><u>Ques.</u> Would you complete a Housing Questionnaire for Household 033, _____? <u>Ans.</u> Yes.</p> <p><u>Ques.</u> Why? <u>Ans.</u> It is a sample dwelling and there are entries in Columns 6 and 7.</p>



## Points to cover

## Procedure

Ques. Would you complete one for Household 038, \_\_\_\_\_?  
Ans. Yes.

Ques. But this dwelling is marked "closed". How would you get the housing information, \_\_\_\_\_?

Ans. From observation or from neighbours.

Ques. Would you complete a Housing Questionnaire for Household 043, \_\_\_\_\_?

Ans. No.

Ques. Why?

Ans. Because everyone is listed in Column 8.

Turn now to the Housing Questionnaire on Page 42 of your Work Book. Follow it as we study each question. ----

2. Ques. A and  
B - Identifica-  
tion

Complete Questions A and B by transferring the Household Number and location from Form 2A. Be very sure that they agree.

Hovetrolnees compare identification entries on the specimen Form 2B with those on Form 2A on Page 30 of the Work Book.

3. Ques. 1 -  
Type of  
Dewelling

Question 1 - Type of dwelling - is to be completed by observation. Do not ask this question.

There are two main types of dwellings - the single type shown on the top line and the apartment or flat type shown in the first two spaces of the bottom line. The main difference between these two is that:

- a single type dwelling never has another dwelling above or below, whereas
- an apartment or flat type dwelling is situated above or below another dwelling or non-residential structure.

Look at the diagrams on Page 56 of your Manual. ----

Diagrams 1 to 5 show the single type of dwelling.

- Diagram 1 represents the ordinary "single house". Mark this type "single detached".
- In Diagram 2, there are two dwellings side by side and separated by a common wall extending from ground to roof. Each of these should be marked "single attached (double house)".

Points to cover	Procedure
	<ul style="list-style-type: none"> <li>● In Diagram 3, there are <u>more than two dwellings, side by side</u>, as in row-type houses. Each of these is a "single attached (other)".</li> <li>● Diagrams 4 and 5 are other examples of the "single attached (other)" type. They are single dwellings attached to business or other non-residential premises.</li> </ul> <p><u>Ques.</u> What is the difference between a "single attached (double house)" and a "single attached (other)" dwelling, _____?</p> <p><u>Ans.</u> The "single attached (double house)" has <u>two dwellings side by side</u>. The "single attached (other)" has <u>more than two</u> or is attached to business or other non-residential premises.</p> <p>Diagrams 6 to 12 are examples of the apartment and flat type of dwellings.</p> <ul style="list-style-type: none"> <li>● In Diagram 6, there are <u>two</u> dwellings one above the other and there is no adjoining structure. Each should be marked "apartment, flat, etc. (duplex)".</li> </ul> <p><u>Ques.</u> What is the difference between an "apartment, flat, etc. (duplex)" and a "single attached (double house)", _____?</p> <p><u>Ans.</u> Both have two dwellings in the one building and adjoin no other building. In the double house, they are side by side and in the duplex they are one above the other.</p> <ul style="list-style-type: none"> <li>● Diagrams 7 to 12 are examples of the "apartment, flat, etc. (other)" type. Take a minute to study them. ----</li> </ul> <p>Numbers 7 to 10 all contain more than two apartment-type dwellings.</p> <p>Numbers 11 and 12 are apartments situated above stores. Any such dwelling should be classed as "apartment, flat, etc. (other)".</p> <p>Note that, in Diagram 11, there is only one apartment, but it is in a non-residential structure.</p> <p><u>Ques.</u> A janitor has his living quarters in a school. How would you mark that in Question 1, _____?</p> <p><u>Ans.</u> "Apt., flat, etc. (other)".</p> <p>Some structures may contain more than one type of dwelling. Diagrams 13 to 15 illustrate some of these and indicate how they are to be classified. ----</p>

## Points to cover

## Procedure

Look at Question 1 on Form 2B again. ---- The space for "mobile" should be marked only for dwellings which are actually moveable. Remember, any dwellings of this type, such as trailers or boats, must not be counted unless they are occupied.

Please turn to Page 24 of your Work Book and look at Section III of your specimen Visitation Record. ---- While you never complete a Housing Questionnaire for "vacant" or "under construction" dwellings, information for every dwelling of this type in your E.A. must be entered in this section. That is, you will show the number of "under construction" dwellings by marking a box for each one. Also, you will show whether "vacant" dwellings are "single detached", "single attached" or of the "apartment, flat, etc." type.

Ques. Why is no space provided for vacant mobile dwellings, \_\_\_\_\_?

Ans. Vacant mobile dwellings are not to be enumerated.

Ques. The first dwelling in your E.A. is a vacant "single house".

How would you record its type, \_\_\_\_\_?

Ans. By marking "single detached", in Column 6.

Ques. A building contains two dwellings one above the other.

The one on the second floor is vacant. How would you classify it by type in the Visitation Record, \_\_\_\_\_?

Ans. By marking "apartment, flat, etc.".

Remember, also, that "vacant" dwellings must be marked "new" or "occupied before" in Columns 4 and 5.

4. Ques. 2 -  
Condition

Now let us look at Question 2, Form 2B - Condition of dwelling - on Page 42 of your Work Book. ----

Never ask the respondent this question. Decide it yourself by considering both the inside and outside condition of the dwelling.

Page 58 of your Manual outlines rules to follow in making your decision. Let us have a look at these rules now.

Allow time to find and study these briefly.

Points to cover	Procedure
	<p><u>Ques.</u> Name two of the characteristics for which you would mark "in need of minor repair", _____?</p> <p><u>Ans.</u> (1) Need of inside or outside paint. (2) Considerable wear on floors, doorsills and stairs.</p> <p>Other characteristics are shown in the Manual.</p> <p><u>Ques.</u> Name two of the characteristics for which you would mark "in need of major repair", _____?</p> <p><u>Ans.</u> (1) Sagging or crumbling foundation, indicated by - major cracks in outside walls, or leaning walls. (2) Faulty roof or chimney, indicated by - holes, cracks, or a considerable number of loose or missing shingles or other materials around the roof or chimney.</p> <p>These are two characteristics you should look for - others are given in your Manual. Study them carefully at home.</p>
<p>5. Ques. 3 - Age of building</p>	<p>On Form 2B - Question 3 refers to the <u>original date of construction of the building</u>. If there is more than one sample dwelling in the same building, be sure to mark the same entry for each. Most respondents will supply a satisfactory answer to this question since the year groupings are quite broad. However, your Manual has instructions for you to follow if he does not know when the building was built.</p>
<p>6. Ques. 4 - Residential use</p>	<p>In Question 4, mark "residential and business" if one or more rooms in a dwelling is used <u>solely</u> for business purposes.</p> <p>Similarly, if any part of a building is used solely for a business, such as a drug store or a dentist's office in an apartment block, "residential and business" must be marked for all sample dwellings in that building.</p> <p>If in doubt about borderline cases, consult your Manual.</p> <div data-bbox="348 947 842 991" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Have trainees mark Page 59, Section 85 for study at home.</p> </div>
<p>7. Ques. 5 and 6 - Length of occupancy and Previous tenure</p>	<p><u>Ques.</u> Will you read Question 5 from the document, _____?</p> <p><u>Ans.</u> "How long have (you) lived in this dwelling?"</p> <p><u>Ques.</u> Will you read Question 6, _____?</p> <p><u>Ans.</u> "Did (you) own or rent (your) previous dwelling?"</p>

## Points to cover

## Procedure

In both Questions 5 and 6, "you" refers to the household head.

Note that "previous" in Question 6 means the most recent previous dwelling in Canada.

Ques. What would you mark in Question 6 for an immigrant head who never occupied any other dwelling in Canada, \_\_\_\_\_?

Ans. Not applicable.

TIME: Urban - 3rd day } 9:55-10:05  
Rural - 2nd day }

VIII - The Housing Questionnaire - Form 2B (Con.)

B. Practice Interview, Questions A to 6

Points to cover	Procedure
1. Introduction	<p>We will now practise completing Questions A to 6 of the Housing Questionnaire. These questions are covered on Pages 54 to 59 of your Manual. You may refer to it if need be for this interview.</p> <p>Please turn to the Form 2B on Page 73 of your Work Book.----</p> <p>You will find the information necessary to fill in Questions A, B, 1 and 2 below the "Reminder Note" on this page. Everyone please complete these questions now.</p> <div>Allow sufficient time for all trainees to fill in Questions A, B, 1 and 2.</div>
2. Practice Interview No. 1	<p>Now, _____, will you act as Enumerator and start by asking Question 3? Record the answers as you did for Form 2A. Two people occupy the dwelling and you are speaking to the wife of the head.</p> <div>Correct trainee if he makes any error asking the questions.</div>

Enum.: When was this building built? (Q. 3)

Resp.: Around 1930, I think.

Enum.: Is this building used only for residential purposes? (Q. 4)

Resp.: Well, I am a music teacher and I use a room for lessons.

Another question should be asked to clarify this answer.

Enum.: Is this room used only for teaching music?

Resp.: No, it is our living-room, but I use it for teaching also.

Enum.: How long have you lived in this dwelling? (Q. 5)

Resp.: We have lived here since last October. That's when we were married.

Enum.: Did your husband own or rent his previous dwelling? (Q. 6)

Resp.: He didn't own or rent it, he lived with his parents.

## Points to cover

## Procedure

3. Correct entries  
for Practice  
Interview No. 1  
- Ques. A to 6

\_\_\_\_\_, will you read your entries for Questions A to 6,  
please?

Enter correct entries on enlarged document.

## ANSWER KEY: Questions A to 6

Ques. No.	Correct entry	Reason	Manual reference
A	0-20.8		Sect. 81
B	741 Prince St., Apt.#2 Streetsville	as on Form 2A	Sect. 81
1	Apt., flat, etc. (duplex)	2 dwellings, one above the other	Sect. 82
2	In good condition	sound and well-maintained	Sect. 83
3	1920-45		Sect. 84
4	Residential only	room not used solely for business	Sect. 85
5	Less than 1 year		Sect. 86
6	Not applic- able	"head" lived with parents previously	Sect. 87

Ask if anyone has different answers. If so, explain the reason for the correct entry.

TIME: Urban - 3rd day } 10:05-10:20  
Rural - 2nd day }

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VIII - The Housing Questionnaire - Form 2B (Con.)

C. Questions 7 to 20

Points to cover	Procedure
1. Ques. 7 - Rooms	<p>Let us now go back to Form 2B on Page 42 of your Work Book.</p> <p>For Question 7, mark the number of rooms <u>as given by the respondent</u>.</p> <p>This should <u>include</u> rooms occupied by servants or lodgers, and summer kitchens, recreation rooms, etc., if they are finished off and suitable for year-round living quarters.</p> <p>Make sure the respondent <u>does not include</u> bathrooms, pantries, halls, or rooms used solely for business purposes. ----</p>
2. Ques. 8 - Bedrooms	<p><u>Ques.</u> In Question 8, how many bedrooms are marked on your specimen Form 2B, _____?</p> <p><u>Ans.</u> 3.</p> <p>To be counted as a bedroom in Question 8, a room must be used mainly for sleeping purposes, even though the use might be occasional. Rooms used for other purposes during the day will not be counted as bedrooms, for example, a living-room in which there is a hide-a-bed.</p>
3. Ques. 9 - Water supply	<p>Let us now look at Question 9.</p> <p><u>Running water</u> refers to water which is piped inside the dwelling and can be controlled by a tap.</p> <p><u>Ques.</u> What is the entry on your specimen Form 2B, _____?</p> <p><u>Ans.</u> Both hot and cold running water.</p>
4. Ques. 10 - Source of water supply	<p>In Question 10, mark "Private source on property" only when the source, such as a well, is on the property on which the dwelling is located.</p>
5. Ques. 11 - Bath facilities	<p>In Question 11, "installed" means the bathtub or shower is operated from a piped water source and controlled by a tap and drain. If it is for the use of the occupants of one dwelling only, mark "Exclusive use".</p> <p>However, if another <u>household</u> uses the bath facilities report "Shared use".</p> <p>Your specimen Form 2B was completed for a household with a lodging family. Note that "Exclusive use" is marked since both families are part of the same household.</p>



Points to cover	Procedure
6. Ques. 12 - Toilet facilities	<p>"Inside flush toilet", in Question 12, means a flush toilet <u>located inside the building</u>, not necessarily inside the dwelling.</p>
7. Ques. 13 - Use of toilet facilities	<p>"Shared", in Question 13, relates to the household. You will remember that this was also the case in Question 11. Note that the specimen household does not share toilet facilities.</p>
8. Ques. 14 - Sewage disposal	<p>In Question 14, even though the answer may seem to be obvious, be sure to obtain the correct information.</p>
9. Ques. 15 and 16 - Heating equipment and Heating fuel	<p>An important point to remember in each of Questions 15 and 16 is that <u>one</u> and <u>only one</u> space is to be marked for each dwelling enumerated. If more than one type of equipment or fuel is used to heat a house, the respondent must decide which is the principal one.</p> <p><u>Ques.</u> What is the principal heating equipment reported on the specimen Form 2B, _____?</p> <p><u>Ans.</u> Steam or hot water furnace.</p> <p><u>Ques.</u> What is the principal heating fuel reported for the same household, _____?</p> <p><u>Ans.</u> Liquid fuel.</p> <p><u>Ques.</u> A respondent states he uses both wood and coal. What would you do in such a case, _____?</p> <p><u>Ans.</u> Ask which he would consider to be the principal source of heat.</p>
10. Ques. 17 and 18 - Refrigeration and Home-freezers	<p>Note that Question 17 excludes "home-freezers". They are to be reported in Question 18, but only if they are an entirely separate unit.</p>
11. Ques. 19 and 20 - Television and Automobile	<p>For Questions 19 and 20, the number of television sets and automobiles owned by any members of the household, including lodgers, relatives, etc., are to be reported.</p> <p>For rules regarding company-owned cars, etc., refer to Page 63 in your Manual.</p>

Have trainees mark Section 98 on this page for study.

**TIME:** Urban - 3rd day } 10:20-10:35  
Rural - 2nd day }

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VIII - The Housing Questionnaire - Form 2B (Con.)

D. Practice Interview, Questions 7 to 20

Points to cover	Procedure
1. Continuation of Practice Interview No. 1 - Ques. 7 to 20	<p>We will now practise completing Questions 7 to 20. These questions are covered on Pages 60 to 63 in your Manual. Use the Form 2B on Page 72 of your Work Book.</p> <p>You will notice that the actual wording for a few of these questions is not provided on the questionnaire. So, as we go along, I will interrupt the interview to suggest the wording you should use.</p> <p>_____, will you act as Enumerator and start by asking Question 7?</p>

**Enum.:** How many rooms are there in your present dwelling? Exclude the bathrooms. (Q. 7)

**Resp.:** Well, we have a kitchen, living-room, dining-room and one bedroom.

Question 8 will not be asked as the respondent has already given the number of bedrooms. However, it is advisable for the Enumerator to check to make sure.

**Enum.:** Did you say that you had one bedroom? (Q. 8)

**Resp.:** Yes.

Interrupt the interview to give the following instruction.

2. Wording of Ques. 9

Question 9 should be asked this way: "Do you have both hot and cold running water?"

Now, Mr. \_\_\_\_\_, will you continue?

**Enum.:** Do you have both hot and cold running water? (Q. 9)

**Resp.:** Yes.

**Enum.:** What is the source of piped water supply? (Q. 10)

**Resp.:** It comes from the city mains, I guess.

Interrupt the interview to give the following instruction.

Points to cover	Procedure
3. Wording of Ques. 11	Question 11 should be asked this way: "Do you have an installed bathtub or shower?"

Enum.: Do you have an installed bathtub or shower? (Q. 11)

Resp.: We have no shower, but we have a bathtub.

A further question is necessary to determine whether the use is exclusive or shared.

Enum.: Are these bath facilities shared with another household?

Resp.: No.

Interrupt the interview to give the following instruction.

4. Wording of Ques. 12	Question 12 should be asked this way: "What type of toilet facilities do you have?"
------------------------	---

Enum.: What type of toilet facilities do you have? (Q. 12)

Resp.: We have a flush toilet.

A further question is necessary to determine the number of inside flush toilets.

Enum.: One unit or more?

Resp.: Only one.

Enum.: Are these toilet facilities shared with another household? (Q. 13)

Resp.: No, Mother and Dad have their own bathroom in their apartment downstairs.

Enum.: What is the method of sewage disposal? (Q. 14)

Resp.: City sewer.

Enum.: What is the principal heating equipment? (Q. 15)

Resp.: The whole building is heated by a furnace in the basement.

Points to cover

Procedure

A further question is necessary to find out the type of furnace.

**Enum.:** What type of furnace is it?

**Resp.:** Hot air.

**Enum.:** What is the principal heating fuel? (Q. 16)

**Resp.:** Coal last year, but my father is going to convert to oil next winter.

**Enum.:** What type of refrigeration do you have? (Exclude home-freezers.) (Q. 17)

**Resp.:** We have an electrical refrigerator.

**Enum.:** Has this household a home-freezer? (Q. 18)

**Resp.:** Well, the refrigerator has a freezing compartment.

**Enum.:** Is there one, or more than one television receiving set in this household? (Q. 19)

**Resp.:** We have one, but it is at the TV repair shop, just now.

**Enum.:** How many passenger automobiles are owned or operated by members of this household? (Q. 20)

**Resp.:** None.

5. Correct entries  
for Practice  
Interview No. 1  
- Ques. 7 to 20

Now, \_\_\_\_\_, will you read your answers for Questions 7 to 20, please?

Mark the correct entries on the enlarged document.

**ANSWER KEY: Questions 7 to 20**

Ques. No.	Correct entry	Reason	Manual reference
7	4		Sect. 88
8	1		Sect. 89
9	Both hot and cold		Sect. 90
10	Other	municipal moins	Sect. 91

## Points to cover

## Procedure

ANSWER KEY: Questions 7 to 20 - Con.			
Ques. No.	Correct entry	Reason	Manual reference
11	Installed bathtub or shower (exclusive use)		Sect. 92
12	One inside flush toilet		Sect. 93
13	No		Sect. 93
14	Connection to sewer		Sect. 94
15	Hot air furnace		Sect. 95
16	Cool		Sect. 95
17	Mechanical refrigerator		Sect. 96
18	No	has to be separate	Sect. 96
19	One	TV belongs to the dwelling even though temporarily not there	Sect. 97
20	None		Sect. 98

Ask if anyone has any different answers. If so, explain the reasons for the correct entry.

VIII - The Housing Questionnaire - Form 2B (Con.)

E. Questions 21 to 28

Points to cover	Procedure
1. Ques. 21 - Tenure	<p>Let us now go back to the specimen Form 2B on Page 42 of the Work Book.----</p> <p><u>Ques.</u> For Question 21, how do you know whether a dwelling is a "farm" or "non-farm" dwelling, _____?</p> <p><u>Ans.</u> From Question C, Form 2A. If the answer is "Yes", it is a "farm" dwelling. If the answer is "No", it is a "non-farm" dwelling.</p> <p>"Owned" means that the dwelling belongs to some member, or members, of the household.</p> <p>Dwellings not fully paid for or purchased under a co-ownership arrangement should be considered as "owned".</p> <p>"Rented" means that the dwelling does not belong to any member of the household.</p> <p>Dwellings provided rent free or rented with an option of buying should be considered as "rented".</p> <p><u>Ques.</u> Now, suppose you have an "owned (farm)" or a "rented (farm)" dwelling, which further questions will you ask, _____?</p> <p><u>Ans.</u> None. The instruction on the questionnaire says "End here".</p> <p>You will notice, however, there is an arrow leading from "owned (non-farm)" to Questions 22 to 25. This means you must ask these questions at every "owned (non-farm)" dwelling. Let's study these questions now.</p>
2. Ques. 22 - Value	<p>Ask Question 22 as it is worded on the questionnaire and record the answer given to the nearest thousand dollars. An answer of \$12,500 would be recorded in the space \$13,000 - \$17,000.</p> <p>If the respondent says he does not know the answer, read the most likely intervals to him so that he may choose the group into which he thinks his dwelling might fall.</p> <p>Remember, in multiple-unit structures, the value of the dwelling being enumerated, not the entire building, must be reported.</p> <p><u>Ques.</u> Suppose a respondent says: "I would expect to get at least \$17,500 for my dwelling". What entry would you make in Question 22, _____?</p> <p><u>Ans.</u> \$18,000 - \$22,000.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Have trainees mark Page 63, Section 100 of the Manual for study at home.</div>

Points to cover	Procedure
3. Ques. 23 - Mortgage	<p><u>Ques.</u> Will you read Question 23, _____?</p> <p><u>Ans.</u> Is there a mortgage on this dwelling?</p> <p>If the answer to Question 23 is "Yes", you will have to ask an additional question to find out whether there is only one, or more than one, mortgage on the dwelling.</p> <p><u>Ques.</u> If "None" is marked in Question 23, what further questions will you ask, _____?</p> <p><u>Ans.</u> Question 25, as indicated by the arrow.</p>
4. Ques. 24 - Holder of first mortgage	<p>If there is a mortgage on the dwelling, ask Question 24 this way:</p> <p>"Is the first mortgage on this dwelling held by the government, a lending agency, a private individual or by a credit union?"</p> <p>In most cases, this question will obtain the information you require. If not, a further question should be asked, worded like this:</p> <p>"To whom do you send your mortgage payments?"</p>
5. Ques. 25 - Garage	<p>Question 25. ---- This question includes attached or separate garages <u>but</u> does not include carports.</p> <p><u>Ques.</u> If in Question 21 "rented (non-farm)" is marked, what further questions will you ask, _____?</p> <p><u>Ans.</u> Questions 26 to 28.</p>
6. Ques. 26 - Cash rent, May, 1961	<p>Question 26. ---- Report only the <u>cash rent</u> paid or payable to the nearest dollar for the dwelling and household facilities for the month of May, 1961.</p> <p><u>Ques.</u> What would you mark for a cash rent of \$110, _____?</p> <p><u>Ans.</u> 100 - top line 10 - second line 0 - bottom line</p> <p><u>Ques.</u> What would you mark for \$200, _____?</p> <p><u>Ans.</u> 200 - top line 0 - second line 0 - bottom line</p> <p><u>Ques.</u> What would you mark if the respondent stated his rent for the month of May was \$83.25, _____?</p> <p><u>Ans.</u> 0 - top line 80 - second line 3 - bottom line (to the nearest dollar)</p>

Points to cover	Procedure
	<p>Your Manual gives instructions on what to do in special cases. For example, if rent is paid for a dwelling and business premises combined, obtain an estimate for the dwelling alone.</p> <p><u>Ques.</u> A janitor states he gets his rent free in a school for taking care of the building. What space would you mark in Question 26, _____?</p> <p><u>Ans.</u> "No cash rent".</p> <p>If this is marked, no further questions will be asked.</p> <p>Turn to Page 65, Section 103 of your Manual now and mark it for study at home.</p> <div data-bbox="324 497 819 538" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow trainees time to do so.</p> </div> <p>7. Ques. 27 - Items included in rent</p> <p>Look at Question 27. ---- Ask about each item. If the landlord supplies a cookstove or rangette, mark "Yes" in (b). Mark "Yes" in (c) only if major items of furniture are supplied.</p> <p>8. Ques. 28 - Payment for services</p> <p>Let us now look at Question 28. ---- Ask for each item and mark "Yes" or "No" as applicable. Enter the amount for each "Yes" answer. If the answer is "No", leave the amount space blank but remember to mark the "No" space.</p> <p><u>Ques.</u> For which services will you report the average <u>monthly</u> payment, _____?</p> <p><u>Ans.</u> Water, electricity and gas.</p> <p>Report these in dollars and cents. For coal, kerosene, oil or wood report the average <u>yearly</u> payment to the nearest dollar.</p> <p>In some areas, two services (for example, water and electricity) may be included on the same bill. In such cases, try to get an estimate for each service and show them separately.</p> <p>If bills for water, electricity or gas are issued only every two months in your area, make sure you divide the average bill by two before entering the monthly amount.</p> <p>Study carefully the "points to remember" on Page 66 of your Manual.</p> <p>9. Reminder note</p> <p>Look at the Reminder Note in the box above Question 26. ---- This is to remind you to complete Forms 4 for sample dwellings. We will discuss this form later.</p>



VIII - The Housing Questionnaire - Form 2B (Con.)

F. Practice Interviews - Questions 21 to 28

Points to cover	Procedure
1. Introduction	We will now practise completing Questions 21 to 28. These questions are covered on Pages 63 to 66 of your Manual. Use the Form 2B on Page 72 of your Work Book.
2. Practice Interview No.1- Ques. 21 and 26 to 28	_____, will you act as Enumerator? Start by asking Question 21. The answer in Question C, Form 2A, for the head of this household was "No", that is, the dwelling is not on a farm.  <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">Remember to correct the trainee if he makes any error asking the questions.</div>

Enum.: Is this dwelling owned or rented? (Q. 21)

Resp.: We rent it.

As it is a "rented (non-farm)" dwelling, the next question to be asked will be Question 26.

Enum.: What was the amount of cash rent for this dwelling for the month of May, 1961? (Q. 26)

Resp.: \$78.50 .

Enum.: Does the cash rent include a refrigerator? (Q. 27 a)

Resp.: Yes.

Enum.: Does it include a cooking stove? (Q. 27 b)

Resp.: Yes.

Enum.: Does it include furniture? (Q. 27 c)

Resp.: No, we had to buy second-hand furniture.

Enum.: Does the cash rent include a garage? (Q. 27 d)

Resp.: No.

Enum.: Do you pay for any of the following services over and above the cash rent? For water? (Q. 28 a)

Resp.: Yes.

Enum.: What is your average monthly payment for water?

Resp.: Around \$2.50 every two months.

Enum.: Do you pay for electricity? (Q. 28 b)

Resp.: Yes, around \$12.00 every two months.

## Points to cover

## Procedure

**Enum.:** Do you pay for gas? (Q. 28 c)

**Resp.:** No, we don't use gas.

**Enum.:** Do you pay for coal, kerosene, oil or wood? (Q. 28 d)

**Resp.:** No, it is included in the rent.

3. Correct entries  
for Practice  
Interview No. 1  
- Ques. 21 and  
26 to 28

**Ques.** What entry did you mark for Question 21, \_\_\_\_\_?

**Ans.** "Rented (non-farm)".

Mark "Rented (non-farm)" on the enlarged document. Make sure everyone has the correct entry. (Manual reference - Section 99.)

With this entry in Question 21 our Enumerator had to ask Questions 26 to 28. Will you read your answers to these questions, \_\_\_\_\_?

Mark the correct entries on the enlarged document.

## ANSWER KEY: Questions 26 to 28

Ques. No.	Correct entry	Reason	Manual reference
26	0-70-9	nearest dollar	Sect. 103
27(a) (b) (c) (d)	Yes Yes No No		Sect. 103
28(a) amount (b) amount (c) (d)	Yes \$1.25  Yes \$6.00  No No	\$2.50 for 2 months  \$12.00 for 2 months	Sect. 103

Ask if anyone has any different answer. If so, explain the reasons for the correct entry.

Points to cover	Procedure
4. Practice Interview No. 2 - Ques. 21 and 22 to 25	<p>Let us now have another interview on Questions 21 to 28.</p> <p>For this exercise, you will use the blank Form 2B, Page 74 in your Work Book. ----</p> <p>This is a single detached house on the same street as the one we enumerated previously.</p> <p>We won't fill in Questions A to 20 on this questionnaire, but we will assume that in Question C, Form 2A, this dwelling was marked as "not on a farm".</p> <p>_____, will you act as Enumerator and start by asking Question 21?</p> <div data-bbox="353 508 848 552" style="border: 1px solid black; padding: 5px; margin-top: 20px;">Correct the Enumerator if he makes any error asking the questions.</div>

**Enum.:** Is this dwelling owned or rented? (Q. 21)

**Resp.:** My husband bought the house 3 years ago but it is still mortgaged.

**Enum.:** If you were selling this dwelling now, what would you expect to get for it? (Q. 22)

**Resp.:** At least what we paid, \$22,500.

The respondent has already said there was a mortgage on the dwelling. So the following question only will be necessary.

**Enum.:** Is there only one mortgage on your dwelling? (Q. 23)

**Resp.:** Yes.

Question 24 should be worded as shown below. If the trainee does not ask it correctly, refer him to Section 101 of the Manual.

**Enum.:** Is the first mortgage on this dwelling held by the government, a lending agency, a private individual or by a credit union? (Q. 24)

**Resp.:** I think that my husband borrowed the money from the bank.

**Enum.:** Is there a garage on this property? (Q. 25)

**Resp.:** Yes, but we don't use it. We have it rented to our next-door neighbour.

Points to cover	Procedure																								
5. Correct entries for Practice Interview No. 2 - Ques. 21 and 22 to 25	<p><u>Ques.</u> What is your entry for Question 21, _____?</p> <p><u>Ans.</u> "Owned (non-farm)".</p> <p>With this entry in Question 21 our Enumerator had to ask Questions 22 to 25. Will you read your entries for these questions, _____?</p> <table border="1"><thead><tr><th colspan="4">ANSWER KEY: Questions 22 to 25</th></tr><tr><th>Ques. No.</th><th>Correct entry</th><th>Reason</th><th>Manual reference</th></tr></thead><tbody><tr><td>22</td><td>\$23,000 - 27,000</td><td>nearest thousand</td><td>Sect. 100</td></tr><tr><td>23</td><td>1st only</td><td></td><td>Sect. 101</td></tr><tr><td>24</td><td>Bank</td><td></td><td>Sect. 101</td></tr><tr><td>25</td><td>Yes</td><td>It is on the owner's property though he doesn't use it</td><td>Sect. 102</td></tr></tbody></table> <div><p>Ask if anyone has any different answer. If so, give the reasons for the correct entry.</p></div>	ANSWER KEY: Questions 22 to 25				Ques. No.	Correct entry	Reason	Manual reference	22	\$23,000 - 27,000	nearest thousand	Sect. 100	23	1st only		Sect. 101	24	Bank		Sect. 101	25	Yes	It is on the owner's property though he doesn't use it	Sect. 102
ANSWER KEY: Questions 22 to 25																									
Ques. No.	Correct entry	Reason	Manual reference																						
22	\$23,000 - 27,000	nearest thousand	Sect. 100																						
23	1st only		Sect. 101																						
24	Bank		Sect. 101																						
25	Yes	It is on the owner's property though he doesn't use it	Sect. 102																						
6. Pre-Training Exercise	<p>Tonight, check your answers to the Form 2B part of the Pre-Training Exercise with those in the back of your Work Book. Most likely, with the instruction you have received, you will understand the answers. However, if you are in doubt about any point see me about it.</p>																								

## IX - Population Sample - Form 4

## A. When and How to Use It

Points to cover	Procedure
1. Introduction	<p>After you have finished the Housing Questionnaire, you must then complete a Sample Population Form - Form 4 - for each usual resident 15 years and over in the sample dwelling - that is, each person 15 years and over who was enumerated on Form 2A.</p> <p>Take your copy of Form 4 out of your Portfolio. It looks like this. ----</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Display a pad of Forms 4.</div> <p><u>Ques.</u> Are Forms 4 to be used in all dwellings, _____?</p> <p><u>Ans.</u> No.</p> <p><u>Ques.</u> In which dwellings will you use them, _____?</p> <p><u>Ans.</u> In sample dwellings - that is, those with household numbers ending in 3 and 8.</p> <p><u>Ques.</u> Who will be enumerated on Forms 4 in these dwellings, _____?</p> <p><u>Ans.</u> All usual residents 15 years and over, i.e., all persons 15 years and over who were enumerated on Form 2A.</p>
2. Content of Form 4	<p>Let's take a quick look at the content of this form before discussing how you are to use it and how to complete the various questions.</p> <p>Look at the identification questions on the front of the form. ---- These must be completed on every form you use.</p> <p>Now, look at the questions on the reverse side. There are eight of them. You must complete the first five for every usual resident 15 years and over in the sample dwelling.</p> <p>The procedure you will follow for Questions 6 to 8 will depend upon whether or not the person lives on a farm or small agricultural holding. You will, of course, have already established this for your entry in Question 21 on Form 2B.</p> <ul style="list-style-type: none"> <li>● If it is a farm dwelling, Questions 6 to 8 will not be completed at all.</li> <li>● If the dwelling is not on a farm, give the respondent the Forms 4 so that these questions may be completed by the persons concerned.</li> </ul>
3. How to use Form 4	<p>Forms 4 will be supplied to you in pads like this.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Display your pad of Forms 4 and demonstrate how they are to be used as you present the material which follows.</div>

Points to cover	Procedure
<p>4. Reminder Note on Form 2B</p>	<p>This is how you should use them -</p> <ol style="list-style-type: none"> <li>(1) Complete the identification entries on the front of the form first.</li> <li>(2) Tear the Form 4 off the pad and complete Questions 1 to 5 on the reverse side, if they are applicable. Be careful to tear off only the form on which you have completed the identification entries. There is a tendency for these forms to stick together because of the perforation around the edges.</li> <li>(3) <u>If the dwelling is on a farm</u> - leave Questions 6 to 8 blank. Fold and seal the form and place it in household order with your other forms.</li> <li>(4) <u>If the dwelling is not on a farm</u> - follow this procedure -             <ol style="list-style-type: none"> <li>(a) Enter the appropriate household member's name in the space below Question 5, on each Form 4 to be left at the dwelling.</li> <li>(b) Explain to the respondent that these persons are to complete Questions 6 to 8 and they may seal the forms so that their answers may be confidential.</li> <li>(c) Arrange for a time to call back for the completed forms and enter this in the "Notice of Enumerator's Call-Back" on the front of each form.</li> <li>(d) Enter the call-back time and the number of Forms 4 left in the Remarks column of the Visitation Record.</li> <li>(e) Forms 4 will likely be sealed when you return to collect them. Return them <u>unopened and in household order</u> with your other supplies. You will be supplied with elastic bands to keep your Forms 4 together.</li> </ol> </li> </ol> <p>The procedure we have just discussed is summarized in the "Reminder Note" on the Housing Questionnaire. Turn to the Form 2B on Page 75 of your Work Book and read it now.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> <p>Allow time for this.</p> </div> <p>Now, please turn to Page 93 and complete Exercise G .</p>

## EXERCISE G

Allow trainees 5 minutes to complete this Exercise. Correct it by asking various trainees for their answers. Correction time 5 minutes.

1. Household No. 018 contains 5 usual residents of the following ages: 42, 40, 18, 16 and 14. How many Forms 4 must be completed for this household? 4  
.....
2. Household No. 021 has 3 usual residents of the following ages: 36, 34 and 22. How many Forms 4 must be completed for this household? ...0...
3. Household No. 023 contains 4 usual residents of the following ages: 28, 25, 4 and 2. A temporary resident, 52 years of age, spent the night of May 31 - June 1 in this dwelling. How many Forms 4 must be completed for this household? ...2...

You may use the "Reminder Note" on the Housing Questionnaire (Form 2B) to help you complete Questions 4 and 5 below.

4. Household No. 038 is not on a farm. It has 2 usual residents over 15 years of age. Indicate, by an "X", which of the following statements correctly describes the proper action to be taken with regard to Forms 4 for this household:
 

(a) The Enumerator should not complete any Forms 4. ☐

(b) The Enumerator should complete the identification entries and Questions 1 to 5 (if applicable) on Forms 4 for each usual resident by direct interview. These Forms 4 will be left at the household for the respondent to complete Questions 6 to 8. Later, the Enumerator will call back for the completed forms. ☒

(c) The Enumerator should complete the identification entries and Questions 1 to 5 (as applicable) on a Form 4 for each usual resident by direct interview. Questions 6 to 8 will not be completed and no Forms 4 will be left with respondents. ☐
5. If Household No. 038 above had been on a farm, which of (a), (b) or (c) would be the correct procedure to follow? ...C...

TIME: Urban - 3rd day } 11:35-11:40  
Rural - 2nd day }

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IX - Population Sample - Form 4 (Con.)

B. Identification Entries and Questions 1 to 5

Points to cover	Procedure
1. Introduction	<p>An example of a completed Form 4 is shown on Page 50 of your Work Book. Turn to it now. ----</p> <p>Notice how the identification entries are completed and how answers are recorded in Questions 1 to 5. The numbers beside the answer boxes are for coding purposes only.</p> <div>Allow trainees time to study these entries.</div>
2. Ques. 1 - Residence 5 years ago	<p>You must complete Question 1 for every usual resident 15 years and over in each sample dwelling. Whether or not Questions 2 and 3 are asked depends upon the answer to Question 1. The explanatory note and arrow in this question is your guide.</p> <p><u>Ques.</u> If the respondent reports he lived in the same city, but in a different home, 5 years ago will you ask Questions 2 and 3, _____?</p> <p><u>Ans.</u> No.</p> <p><u>Ques.</u> What entry must be made in Question 1 if these questions are to be asked, _____?</p> <p><u>Ans.</u> "Different city, town, village, etc., in Canada".</p>
3. Ques. 2 - Location of former residence	<p>In Question 2, you must be very specific in reporting the person's place of residence 5 years ago. Mr. _____, will you read the note marked "<u>Important</u>" in the answer part of Question 2, please?</p> <p><u>"Important:</u> If outside a city or town limit, specify name of suburban municipality, and not that of the city or town".</p> <p><u>Ques.</u> What would you do if a respondent replied that he lived around Winnipeg 5 years ago, _____?</p> <p><u>Ans.</u> Ask him for the name of the specific municipality in which he lived.</p>
4. Ques. 3 - Farm or non- farm	<p>In Question 3, accept the respondent's opinion as to whether the holding where he lived 5 years ago was on a farm. Remember, this question must always be completed if there is an entry in Question 2.</p> <p>Look at the note above Question 4. ----</p>



Points to cover	Procedure
<p>5. Ques. 4 - Date of first marriage</p>	<p><u>Ques.</u> For whom should Questions 4 and 5 be completed, _____ ?  <u>Ans.</u> All married, widowed and divorced women.</p> <p>In Question 4, you must find out the year and the month - that is, Jan.-May, June-Nov., or Dec.- of the woman's marriage. If she has been married more than once, report the date of her first marriage.</p>
<p>6. Ques. 5 - Number of live-born children</p>	<p>In Question 5, report the total number of live-born children she has had. Remember to include:</p> <ul style="list-style-type: none"> <li>● those at present living elsewhere</li> <li>● those who may have died since birth</li> <li>● any born of a previous marriage as well as the present one,</li> </ul> <p>Do <u>not</u> include stillborn, adopted or stepchildren.</p>

TIME: Urban - 3rd day } 11:40-12:00  
Rural - 2nd day }

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IX - Population Sample - Form 4 (Con.)

C. Practice Interview

Points to cover	Procedure
1. Introduction	<p>Let's practise completing Form 4. Use the copy you have taken from your Portfolio. I will give you the information to complete the identification entries. Stop me if I go too fast for you.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p>Read the following information slowly so that all trainees may enter it on Form 4.</p></div> <p>You are completing the Form 4 for <u>Mary J. Andrews</u>. ----</p> <p>Your District Number is 613A. ---- Your E.A. Number is 4. ---- The Household Number is 023. ---- This is the first of two forms you will complete in this household.</p> <p>Mr. _____, will you act as Enumerator and ask Questions 1 to 5. You are enumerating Mrs. Andrews who is a widow, 65 years old. Everyone record my answers, please.</p>

Enum.: Mrs. Andrews, did you live in this dwelling 5 years ago, on June 1, 1956? (Q. 1)

Resp.: No, I lived near Hamilton before coming to this city.

Interrupt the interview if the trainee does not ask the following question.

Enum.: In what city, town, village or municipality did you live? (Q. 2)

Resp.: I lived in Ancaster Township.

Enum.: Was this dwelling on a farm or small agricultural holding? (Q. 3)

Resp.: No.

Enum.: Mrs. Andrews, what was the date of your first marriage? (Q. 4)

Resp.: Tom and I were married in 1918, right after the first war.

Enum.: In what month? (Q. 4)

Resp.: December.

## Points to cover

## Procedure

Enum.: How many live-born children have you had? (Q. 5)

Resp.: I had three girls. None of them live here, though.

Interrupt the interview to give the following instruction.

2. Instructions  
for Ques. 6  
to 8

These are the questions you would complete for Mrs. Andrews by direct interview. Her sister lives with her and normally you would go on to complete these questions for her as well. We will not take time for this now.

If the Andrews' dwelling is on a farm no further entries are required on the Forms 4 for Mrs. Andrews and her sister.

Ques. If their dwelling is not on a farm what further action is required, \_\_\_\_\_?

Ans. The Forms 4 should be left at the household for the members to complete Questions 6 to 8.

When you leave the forms explain why you are doing so and arrange for a time to call back. Something like this would be satisfactory.

"Mrs. Andrews, I am leaving these two forms with you. They contain questions on income received in the past 12 months. I would appreciate it if each of you would complete these questions. You may seal these forms so that your answers will be confidential. I will call back for them on Wednesday at 5, if that's satisfactory."

We will assume Mrs. Andrews does not live on a farm. Will everyone enter Mary J. Andrews in the space below Question 5, please. ----

Mr. \_\_\_\_\_, will you continue with the interview? Explain about Questions 6 to 8 and suggest Wednesday, June 7th at 5 p.m. as the call-back time.

It is not necessary for the Enumerator to use the exact words given above in his explanation about Questions 6 to 8. He should include the main points, however.

Points to cover	Procedure
-----------------	-----------

**Enum.:** Mrs. Andrews, I am leaving these two forms with you. They contain questions on income received in the past 12 months. I would appreciate it if each of you would complete these questions. You may seal these forms so that your answers will be confidential. I will call back for them on Wednesday, June the 7th at 5 p.m., if that's satisfactory.

**Resp.:** I'll try and have them ready for you.

3. Completion  
of Notice of  
Enumerator's  
Call-Back

Will everyone please complete the "Notice of Enumerator's Call-Back" on the front of the form please. The entry is Wednesday, June 7th, 5 p.m. Remember to sign your name in this section.

Allow time for this.

Ques. When you have completed all Forms 4 for the household, what entry must be made in the Visitation Record, \_\_\_\_\_?

Ans. A note in the "Remarks" column for the household indicating the number of Forms 4 left and the time you will collect them.

4. Correction of  
Practice  
Interview

Call on various trainees to read their entries on Form 4. See that they agree with those below.

**IDENTIFICATION ENTRIES**

Name - Mary J. Andrews  
Dist. No. - 613A  
E.A. No. - 4  
Hhld. No. - 023  
Form No. - 1 of 2

**QUES. 1 to 5**

Ques. 1 - Different city, town, village, etc., in Canada  
Ques. 2 - Ancaster Twp., Ont.  
Ques. 3 - No  
Ques. 4 - 1918 - Dec.  
Ques. 5 - 3  
Below Ques. 5 - Mary J. Andrews

**NOTICE OF ENUMERATOR'S CALL-BACK**

Wednesday, June 7 at 5 P.M.

Enumerator's Signature

Points to cover	Procedure
5. Instructions on Ques. 6 to 8 are in the Manual	<p data-bbox="260 178 957 243">Look at Questions 6 to 8 now. ---- The respondent will complete these questions. However, in some cases, you may have to answer inquiries about them or assist the respondent in completing them.</p> <p data-bbox="260 260 980 387">Please turn to Page 69 of your Manual. ---- In Sections 109 and 110 there are detailed instructions to assist you in guiding the respondent if you are required to do so. For example, he may tell you he cannot give you his income for the past 12 months. In this case you would consult your Manual and you would find the solution in Section 110, Item (e) under Question 7.</p> <p data-bbox="311 404 835 427">Will you read this instruction, please, _____?</p> <ul style="list-style-type: none"> <li data-bbox="342 444 948 467">* "(e) The net earnings reported should cover the 12 months</li> <li data-bbox="342 467 959 552">* before June 1, 1961. If this cannot be estimated, however, the respondent may give figures for the last calendar year or for the most recent 12-month period used for bookkeeping purposes (the fiscal year)."</li> </ul> <p data-bbox="260 569 1000 615">Please mark Sections 109 and 110 for careful study to-night. Also, do not hesitate to consult these sections when you are enumerating.</p> <p data-bbox="260 633 948 697">Some respondents may ask questions which indicate they do not understand the set-up of Questions 6 to 8. In these cases you must explain it to them. Look at these questions on Form 4 now. ----</p> <p data-bbox="260 715 974 861">In Question 6, the respondent must report wage and salary income received from working for others as an employee. Question 7 is to be used to report income from a person's own business or professional practice. Note that Question 6 on Form 4 is the same as Question 25 on Form 2A. Since these two forms will be processed separately, it is necessary to also include this question on Form 4 to obtain income from all sources.</p> <p data-bbox="260 878 974 943">In Question 8, all income received from sources other than an occupation is to be reported. The first three items in this question cover income received from the government.</p> <ul style="list-style-type: none"> <li data-bbox="322 960 1005 1006">● As you know, family allowances in item (i) are payments received by the mother for children under 16 years of age.</li> <li data-bbox="322 1024 964 1087">● Old age pensions in item (ii) include assistance payments by provincial governments to person 65 to 69 years of age. It also includes federal payments to those 70 and over.</li> <li data-bbox="322 1104 954 1169">● Item (iii) covers all other government payments such as unemployment insurance, workmen's compensation and veterans' pensions.</li> </ul>

Points to cover	Procedure
6. Special Case	<p data-bbox="260 180 971 240">If you have an opportunity to do so, point out to the respondent that <u>yearly</u> not monthly income from family allowances and old age pensions is to be reported.</p> <p data-bbox="260 263 937 307">In item (iv) of Question 8, income received from a former employer in the form of retirement pensions is to be reported.</p> <p data-bbox="260 323 968 384">Items (v) and (vi) cover income received from investments - that is, interest from bonds or bank deposits, stock dividends and rents from real estate.</p> <p data-bbox="256 407 947 470">In item (vii) the respondent should report all income receipts not listed in the previous questions - for example, annuities, alimony or income from roomers or boarders.</p> <p data-bbox="254 490 979 612">You have seen from our Practice Interview how Form 4 is normally completed. In some cases, the respondent may <u>insist</u> on completing Form 4 on your first visit rather than have you call back for it. In this exceptional case you may allow him to do so. <u>However, you must never suggest this to the respondent or follow this procedure unless he insists on it.</u></p>

Points to cover	Procedure
1. When to use	<div data-bbox="366 239 860 283" style="border: 1px solid black; padding: 5px; text-align: center;">Display an Agriculture-Form 7 Questionnaire.</div> <p data-bbox="256 337 946 380">This is an Agriculture-Form 7 Questionnaire. Before we discuss <u>how</u> to complete it, let's find out <u>when</u> to use it.</p> <p data-bbox="256 400 905 440">If there is any agriculture production on a holding, either Form 6 or 7 must be completed.</p> <p data-bbox="298 460 936 481">Please turn to the Form 2A on Page 67 of your Work Book. ----</p> <p data-bbox="298 501 926 541"><u>Ques.</u> What entry in Question C tells you the dwelling is on a farm and a Form 6 must be completed, _____?</p> <p data-bbox="298 541 511 561"><u>Ans.</u> A "Yes" entry.</p> <p data-bbox="256 581 936 622">The heading of Question C indicates that "Yes" is to be marked if the holding is one acre and has \$50 or more sales.</p> <p data-bbox="256 642 946 682">If you have a "No" entry, find out if there is any agricultural production on the holding. If there is - Form 7 must be completed.</p> <p data-bbox="298 702 718 723">Now turn to the Form 7 on Page 52 . ----</p> <p data-bbox="298 743 864 783"><u>Ques.</u> Will you read the instructions under the heading "For Use", _____?</p> <p data-bbox="298 783 760 810"><u>Ans.</u> "For Use: (a) On holdings <u>under 1 acre</u></p> <p data-bbox="470 830 926 891">(b) On holdings <u>1 acre or more</u> with sales of agricultural products during the past 12 months valued at <u>less than \$50.</u>"</p> <p data-bbox="256 911 895 951">Remember, you must complete this form in cities, towns and villages as well as in rural districts, if applicable.</p> <p data-bbox="298 971 864 1012"><u>Ques.</u> Will you read the instructions under the heading "Important", _____?</p> <p data-bbox="298 1012 957 1079"><u>Ans.</u> "Report on Form 7: Livestock, poultry, cropland, pasture, summer fallow and greenhouses on each holding not reported on Form 6. <u>Do not include home gardens.</u>"</p> <p data-bbox="256 1099 905 1139">Note particularly that information on home gardens is <u>not</u> to be reported.</p>

Points to cover	Procedure
2. How to complete	<p>The entries on your Form 7 have been completed from the information given below this specimen. Look at the information for Example 1, now. ----</p> <p><u>Ques.</u> The area of the holding is 100 acres. Why is it shown on a Form 7 rather than Form 6, _____?</p> <p><u>Ans.</u> Because agricultural sales were less than \$50.</p> <p>Remember, sales of forest products are <u>not</u> included in agricultural sales.</p> <p><u>Ques.</u> In the second example, the sales are more than \$50 - \$7,500 to be exact. Why is it shown on Form 7, _____?</p> <p><u>Ans.</u> Because the holding is less than an acre.</p> <p>Is everyone quite clear on when Form 7 is to be used? ---- Let's discuss how to complete it.</p> <p>You must enter your District and E.A. Numbers on each Form 7 you use.</p> <p>One side of this form is in English - the other in French. Use both sides if necessary.</p> <p>Read the heading of Column 1 carefully. ---- The name of the <u>person in charge</u> is to be reported, even though he may not own the holding or the livestock. Usually this will be the person living there, if it is occupied. The entries in Column 1 on your specimen Form 7 show how the name is recorded.</p> <p>In both examples, the total area of the holding is reported in Column 2.</p> <p><u>Ques.</u> Will you read the heading above Columns 3 and 4, _____?</p> <p><u>Ans.</u> "Area, if 1 acre or more (<u>exclude home gardens</u>)"</p> <p>In our first example, nothing is shown in Column 3. If the hayland was one acre or more, it would be shown here. The 3 acres of improved land for pasture is shown in Column 4. Home gardens are not included in either of these columns.</p> <p>The 2 horses and 15 hens reported in this case have been entered in Columns 5 and 8. Also, \$350 was entered in Column 15 for the forest products sold.</p> <p><u>Remember, forest products are not to be considered in deciding whether a Form 6 or 7 should be completed.</u> However, if you are required to complete Form 7, enter the forestry sales in Column 15.</p>



Points to cover

Procedure

In the second example, the half-acre reported is shown as 5/10 in Column 2. Also, in Column 14, the area of greenhouses is shown in square feet.

Are there any questions about this form?

XI - Merchandising and Service Establishment Questionnaire

Form 10

Points to cover	Procedure
1. Introduction	<div>Display a Form 10 Folio.</div> <p>This is a Form 10 Folio. You will use it to make a list of:</p> <ol style="list-style-type: none"><li>(1) all retail, wholesale, and service businesses; and</li><li>(2) the sales outlets of electrical, plumbing, heating and painting contractors if they are visible from the street.</li></ol> <p>Your forms will be used in Ottawa to prepare a mailing list so that special Census report forms can be mailed later to these businesses for completion.</p> <p>You have a copy of Form 10A in your Portfolio. This contains the same material as Form 10 but it is for training purposes only. Look at it now. ----</p> <div>As you name the four sections of the Form 10 Folio show the trainees these in your copy.</div> <p>The Folio has:</p> <ol style="list-style-type: none"><li>(1) a call-back record on the inside cover;</li><li>(2) some instructions for reference in the field on Pages 1 to 4;</li><li>(3) a list of establishments by type on Pages 5 to 8; and</li><li>(4) a pad of questionnaires with space for reporting 4 businesses on each page.</li></ol> <p>Let us examine each section separately.</p>
2. The call-back record	<p>First - the call-back record - You might ask: Why do we have a separate call-back record for Form 10? Couldn't they be recorded in the Visitation Record?</p> <p>The answer is: They must not, because the Visitation Record lists households, not businesses.</p>

Points to cover	Procedure
3. Instructions and list of establishments	<p><u>Ques.</u> If you visit an office or store that is used solely for commercial purposes, will you list it in your Visitation Record, _____?</p>
	<p><u>Ans.</u> No.</p>
	<p><u>Ques.</u> Will you complete Population and Housing Questionnaires for persons working in the establishment, _____?</p>
	<p><u>Ans.</u> No, since they do not live there.</p>
	<p>Occasionally, you may run across a business, such as hairdressing or dressmaking, being operated in a private home. If these businesses are evident, you will list them on Form 10. Also, of course, you would have enumerated those that live there on Population Documents.</p>
	<p>The second part of the Folio contains instructions. Consult these, if necessary, when enumerating.</p>
	<p>Look at the third section on Page 5. ---- It contains a lengthy but not a complete list of establishments. The type is shown by "r" for retail, "w" for wholesale and "s" for service after each entry.</p>
	<p>When you come across an establishment you must first decide whether or not it should be listed on Form 10. Look at this list first. If its type is on the list - complete the questionnaire. If not - find out if it is a retail, wholesale or service establishment. All retail and wholesale places <u>must</u> be listed. Some service and other types of establishments are not to be listed so consult Page 4 of your instructions before entering these.</p>
	<p>How can you tell if an establishment is retail, wholesale or service? Here are some guides:</p>
(a) retail	(a) A retail establishment sells merchandise to the general public - for example, a drug store.
(b) wholesale	(b) A wholesale establishment sells merchandise, obtained from producers or other sources, to retailers or other large users. The drug store in our previous example obtains its medical supplies from a drug wholesaler who, in turn, purchases these products from a drug manufacturer.
(c) service	(c) A service establishment sells services to the general public - for example, hotels, beauty parlours, etc. Selling merchandise is <u>not</u> its main activity.

Points to cover	Procedure
4. Practice Interview	<p>We will now practise completing this form. Please turn to Page 9 of your Form 10A. ----</p> <p>When enumerating, you must use a ball-point pen to complete this form but this is not necessary for our practice session. Will everyone please enter District 613A, E.A. 4 in Items 1 and 2.</p> <div data-bbox="353 310 848 354" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow time for this.</p> </div> <p>In each establishment ask to see someone in authority, introduce yourself and state the purpose of your visit by something like this:</p> <p>"Good morning. I am Frank Kerr. I have been appointed by the Government of Canada to take the Census. I would appreciate it if you would answer some questions about this business. Early next year the Dominion Bureau of Statistics will mail a Census report to be completed by this firm."</p> <p>Mr. _____, will you act as Enumerator? Introduce yourself and begin with Item 3. I suggest you put these in question form. Everyone record my answers.</p> <div data-bbox="363 655 858 751" style="border: 1px solid black; padding: 5px;"> <p>Correct him on the introduction if he does not tell the respondent that the purpose of his visit is to obtain information to prepare a mailing list which will be used for mailing more detailed questionnaires later. The exact wording is not essential as long as these points are covered.</p> </div>

Enum.: What is the name of this place of business? (I.3)

Resp.: Smith Brothers Hardware.

Enum.: What is the address of this place of business? (I.4)

Resp.: Post Office Box 300, Streetsville, Manitoba.

Interrupt Narrative to give the instructions below.

5. Item 4  
Address

The post office address, not the exact location, is what we want here. This entry is essential for making up the mailing list.

Points to cover	Procedure
<p>6. <u>Items 5 and 6</u> Name and address of firm or person completing report</p>	<p>To get the information required for Items 5 and 6 you may have to ask several questions. Something like this will get the information:</p> <p>"Will someone in this place of business be completing the report to be mailed next year?"</p> <p>If the answer is "yes", skip Items 5 and 6. If the answer is "no", ask for the name and address of the firm or person that will fill in the Census report. This is essential because we want the reports sent directly to the firm or person that will complete them. For example, if a firm has more than one establishment, they may wish to have Head Office complete them. Others may wish to have them sent to their accountant or to a business address other than that reported in Item 4.</p> <p>Mr. _____, will you please continue the interview?</p> <p>Ask if someone in this place of business will be completing the report to be mailed next year.</p>

Enum.: Will someone in this place of business be completing the report to be mailed next year?

Resp.: No, our Head Office will.

Enum.: What is the name of the firm or person that will fill in a Census report? (I.5)

Resp.: Smith Brothers Hardware.

Enum.: What is the address? (I.6)

Resp.: 875 Main St., Toronto, Ontario.

Enum.: Is your type of business retail, wholesale or service? (I.7)

Resp.: Oh, we do some service business but our main work is retail.

Interrupt Narrative to give the instructions below.

<p>7. <u>Item 7</u> Type of business</p>	<p>The correct entry in Item 7 is "retail" because it is the activity that accounts for the largest part of the business.</p> <p>If you are enumerating a visible sales outlet of electrical, plumbing, heating or painting contractor, check the last box.</p>
--	---

Points to cover	Procedure
8. <u>Item 8</u> Kind of business	<p>In Item 8, you can enter "hardware store" from the name of this firm. However, in many cases you will have to ask what kind of business is carried on. The examples shown in this question represent a few correct entries.</p> <p>Everyone enter "hardware store" in Item 8 and Mr. _____, will you continue with Item 9?</p>

Enum.: How many people are usually required to operate this place of business? Include employees, proprietor and family members if they work here. (I. 9)

Resp.: Five.

Enum.: How many full-time?

Resp.: Four.

Enum.: Part-time?

Resp.: One.

Enum.: Does this firm operate more than one place of business (whether retail, wholesale or service)? (I. 10)

Resp.: Yes.

Enum.: How many?

Resp.: Two.

Interrupt interview and give the following instruction.

9. <u>Item 11</u> French form required	<p>You will ask the next item only in a mixed English and French community where there may be a preference for one form or the other. In this case, it is not required.</p> <p>Everyone please leave Item 11 blank and Mr. _____, will you complete the interview by asking Item 12?</p>
--	--

Enum.: Does this establishment lease concessions to other businesses? (I. 12)

Resp.: No.

Points to cover	Procedure														
<p>10. <u>Item 12</u> Concessions</p>	<p>If the answer was "yes" in Item 12, you would complete a Form 10 for the concession.</p> <div data-bbox="347 262 841 456" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>NOTE TO COMMISSIONER:</b> Have another trainee read his answers. Make certain they agree with those below:</p> <table> <tbody> <tr> <td>Item 1 - Dist. 613A</td><td>Item 7 - retail</td></tr> <tr> <td>Item 2 - E.A. 4</td><td>Item 8 - hardware store</td></tr> <tr> <td>Item 3 - Smith Bros. Hardware</td><td>Item 9 - full-time - 3</td></tr> <tr> <td>Item 4 - P.O. Box 300, Streetsville, Manitoba</td><td>or more part-time - 1</td></tr> <tr> <td>Item 5 - Smith Bros. Hardware</td><td>Item 10 - yes, 2</td></tr> <tr> <td>Item 6 - 875 Main St., Toronto</td><td>Item 11 - blank</td></tr> <tr> <td></td><td>Item 12 - blank</td></tr> </tbody> </table> </div>	Item 1 - Dist. 613A	Item 7 - retail	Item 2 - E.A. 4	Item 8 - hardware store	Item 3 - Smith Bros. Hardware	Item 9 - full-time - 3	Item 4 - P.O. Box 300, Streetsville, Manitoba	or more part-time - 1	Item 5 - Smith Bros. Hardware	Item 10 - yes, 2	Item 6 - 875 Main St., Toronto	Item 11 - blank		Item 12 - blank
Item 1 - Dist. 613A	Item 7 - retail														
Item 2 - E.A. 4	Item 8 - hardware store														
Item 3 - Smith Bros. Hardware	Item 9 - full-time - 3														
Item 4 - P.O. Box 300, Streetsville, Manitoba	or more part-time - 1														
Item 5 - Smith Bros. Hardware	Item 10 - yes, 2														
Item 6 - 875 Main St., Toronto	Item 11 - blank														
	Item 12 - blank														
<p>11. Conclusion</p>	<p>You should study Pages 101 to 103 of your Manual carefully. For your convenience, use the instructions included in Form 10 for reference in the field.</p> <p>Please turn to Page 94 of your Work Book and complete Exercise H in 5 minutes. You may use your Manual and Form 10A to help you.</p>														

EXERCISE H

NOTE TO COMMISSIONER: Allow trainees 5 minutes to do this exercise. Correct it by calling on the various trainees in turn to read their answer. (Correction time - 5 minutes.) Advise those unable to finish the exercise to complete it at home. Tell them that the correct answers will be found on Page 110 of the Work Book.

1. Indicate whether or not the following establishments should be listed on Form 10:

	Yes	No
(a) a manufacturing plant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) a bank?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) a supermarket?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) a doctor's office?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) a restaurant operating as a concession in a hotel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(f) a contracting firm with no visible sales outlet?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) the appliance sales office of an electric light company?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(h) a private home with a room containing equipment for operating a hairdressing service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Classify the following as, retail, wholesale or service establishments:

(a) a hotel	<u>service</u>
(b) a jobber's office which deals in bulk sales to drug stores	<u>wholesale</u>
(c) a chartered accountant's office	<u>service</u>
(d) a company with 30% of its sales retail; 45% wholesale and 25% service	<u>wholesale</u>
(e) a branch sales outlet of a manufacturing company which supplies retail stores.	<u>wholesale</u>



XII - Enumeration Procedures

Points to cover	Procedure
1. Introduction	<p>The success of enumeration depends to a large extent on the attitude you adopt and the manner in which you conduct the interview. You have had a considerable amount of practice in class in asking the questions and recording answers. By this time you should be able to handle most interviews without difficulty.</p> <p>However, most of you will likely run across one or two cases that will cause problems. Your Manual has instructions to help you with these. They are on Pages 16 to 18 . Look at them now. - - -</p>
2. Manual instructions	<p>If you have not already read this material on Enumeration Procedure and Call-Backs I strongly suggest you do so. Mark it for study tonight.</p> <p>Note particularly the sections on:</p> <p>How to handle difficult cases; and</p> <p>Daily review of your work.</p> <p>The instructions on call-backs on Page 18 are also very important. If they are badly managed you will have a great deal of difficulty in completing your enumeration on time. Follow the rules in these sections and call-backs should not accumulate. However, if they do, see me immediately, so that we can do something about them.</p>

TIME: Urban - 4th day - 9:50 - 10:05  
Rural - 2nd day - 1:50 - 2:05

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XIII-Administrative Forms

Points to cover	Procedure
1. Form 57	<div>Display o Form 57 - Enumerator's Account - For Instruction.</div> <p>This is a Form 57 - Enumerator's Account - For Instruction. Please find your copy in the Portfolio and follow as I explain some of the items. ----</p> <p>Please complete three copies of this form and bring them with you when you return here on June 2nd. Here are a few pointers to help you. ----</p> <p>Complete either (a) or (b) under "Services" as applicable.</p> <p>Now, look at the next section - "Expenses". ---- If you had to travel outside the area served by local street cars or buses, you may claim for transportation and living expenses.</p> <p>If no convenient public transportation is available, a mileage rate of 9¢ a mile is allowed. This rate includes all operating expenses except for bridge or ferry tolls. Where two or more Enumerators use the same car, only one may claim mileage.</p> <p>Living expenses are permitted <u>only</u> if you are attending both morning and afternoon classes and you live outside the instruction area.</p> <p>If you stayed at a hotel - obtain receipts and attach them to your Form 57. Also, you may claim for your meals.</p> <p>If you return home each evening, you may claim for the noon-day meal.</p>
2. Form 51	<div>Display o Form 51 - Enumerator's Account - For Enumeration.</div> <p>This is a Form 51 - Enumerator's Account - For Enumeration. Please find your copy in the Portfolio. ----</p> <p>Notice that this form is to be completed by Enumerators of A, B, C and D areas. The type of your area is shown on your E.A. map. If any of you have been assigned a Type E area, please see me after class for special instructions.</p> <p>Three copies of Form 51 must be completed. The rates and allowances are shown on this form. After you have finished your enumeration, count up the questionnaires completed. Enter the numbers in the appropriate column. You should have no difficulty in working out the entries for the "Amount" column. Remember to show the total of these entries. I will explain Item 14 later.</p>

Points to cover	Procedure
3. General rules for Account Forms	<p>Now, look at Item 7. ---- I will explain how to complete this and Form 51A to those receiving Agriculture instructions.</p> <p>There are two rules to follow in completing Account Forms:</p> <ol style="list-style-type: none"> <li>(1) Study Sections 220 to 222 of the Manual carefully before completing them.</li> <li>(2) Complete the identification boxes on the top of the forms and sign them. Any errors or omissions will delay payment.</li> </ol>
4. Form 13	<div data-bbox="353 411 847 452" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Display a Form 13 - Enumerator's List of Supplies.</p> </div> <p>This is a Form 13 - Enumerator's List of Supplies. ---- It will be in your box of supplies.</p> <p>When you receive them:</p> <ol style="list-style-type: none"> <li>(1) check to see that this form has your District and E.A. numbers on it. If it does not, please advise me immediately.</li> <li>(2) check the contents of your box with the listings on Form 13. If there are any major discrepancies, please see me.</li> </ol> <p>Additional supplies can be obtained from me. Make sure you enter the numbers received in the "Extra Issue" column of Form 13.</p> <p>When you are satisfied that your E.A. has been completely and accurately enumerated:</p> <ol style="list-style-type: none"> <li>(1) pack your supplies carefully in the box in which they were issued.</li> <li>(2) show on Form 13, the number of supplies you are returning and enclose it in the box.</li> <li>(3) make sure the box is properly closed and securely tied.</li> </ol>
5. Delivery of supplies	<p>In most cases, it will be possible to deliver your supplies personally. However, if the distance you have to travel is greater than 25 miles each way, forward your supplies to me by express or registered mail.</p>
6. Item 14 Form 51	<p>You will pay the mail or express charges. Enter this payment in Item 14 on Form 51. Look at this now. ---- Remember, attach the receipt.</p>

XIV - Review of Population and Housing

Points to cover	Procedure
1. Introduction	<p>You have been instructed on quite a number of forms during the last few days. We have discussed each separately and perhaps by now you may be confused as to when you are to use them. To give you a clear picture of the whole job and to show you how the various forms fit together, we are going to carry out a complete enumeration of a household.</p>
2. Procedure in a household	<p>Let's go through all the steps you will follow when you enumerate a household. Please write these three steps on the inside back cover of your Manual.----</p> <div data-bbox="357 440 854 497"><p>You should also write these steps on the blackboard if one is available.</p></div> <ul style="list-style-type: none"><li>• First - introduce yourself.----</li><li>• Second - complete the Visitation Record.----</li><li>• Third - enumerate, on Form 2A, everyone listed in Columns 6 and 7.----</li></ul> <div data-bbox="357 628 854 685"><p>When trainees have entered the above three steps, ask them to stop writing.</p></div> <p>In some households you may have to complete Temporary-Resident Documents (Form 3) for visitors. Also, you may have to use Individual Population Forms (Form 5) to obtain information for lodgers.</p> <p>In sample households there are two additional forms to be completed. Please add this to what you have already written in your Manual:</p> <p>In <u>sample households</u>, that is with household numbers ending in "3" and "8", follow steps 1, 2 and 3.----</p> <p style="text-align: center;">and</p> <ul style="list-style-type: none"><li>• Fourth - complete a Housing Questionnaire.----</li><li>• Fifth - complete a Population (Sample) Form 4 for each usual resident 15 years and over.----</li></ul> <div data-bbox="357 1024 854 1080"><p>When trainees have entered the fourth and fifth steps in their Manual, ask them to stop writing.</p></div> <p>Also, you may have to use:</p> <ol style="list-style-type: none"><li>(1) the Agriculture-Form 7 Questionnaire; and</li><li>(2) the Merchandising and Service Establishment Questionnaire.</li></ol> <p>We'll review these two forms later.</p>

Points to cover	Procedure
3. Review Interviews	Now, let's enumerate a complete household following the steps I have outlined. Please turn to the Visitation Record on Page 2 of your Work Book.----
(1) The Visitation Record	<p>You may leave Column 1 blank for this review but remember to complete it when applicable.</p> <p>Mr. _____, will you act as Enumerator, please. You are enumerating on June 2nd and this is your 13th household. It is located at 109 Main St. You have knocked on the door and a woman has answered. Introduce yourself and conduct the interview. Everyone record my answers.</p>

Enum.: Good morning. I am \_\_\_\_\_. I have been appointed by the Government of Canada to take the Census. I would appreciate it if you would answer some questions about your household.

Resp.: Please come in.

If you are instructing in an area with E.A.'s divided into numbered blocks, ask trainees to enter Block 1 in Column 2. If most E.A.'s in your area do not have numbered blocks, tell them to leave Column 2 blank.

Enum.: This is 109 Main St., isn't it? (Col. 4)

Resp.: Yes, it is.

Enum.: Will you please give me the name of the head of this household? (Col. 5)

Resp.: Well - My husband's name is Otto K. Frank.

Enum.: How many persons live in this dwelling and were here on June 1? (Col. 6)

Resp.: Two.

Enum.: In addition, how many persons were temporarily away on June 1? (Col. 7)

Resp.: None.

Enum.: How many visitors who live elsewhere in Canada stayed here on June 1? (Col. 8)

Resp.: None.

(2) Answer key for Visitation Record

Will you please read your entries for this household, \_\_\_\_\_?

#### ANSWER KEY FOR HOUSEHOLD 013

Col. 1 - Blank	Col. 6 - 2
Col. 2 - 1 or Blank	Col. 7 - Blank
Col. 3 - 013	Col. 8 - Blank
Col. 4 - 109 Main St.	Col. 9 - Blank
Col. 5 - Frank, Otto K.	Col. 10 - 2/6
	Col. 11 - Blank

Points to cover	Procedure
(3) Form 2A- Interview Otto K. Frank	<p><u>Ques.</u> What is the next form you would complete in the Frank household, _____?</p>
	<p><u>Ans.</u> Form 2A.</p>
	<p><u>Ques.</u> Whom would you enumerate first on Form 2A, _____?</p>
	<p><u>Ans.</u> Mr. Frank, the head.</p>
	<p>Please turn to the Form 2A on Page 67 of your Work Book and complete Questions 1, A, B and C for Mr. Frank. Refer to your Visitation Record for these entries.---- The Frank's live in Urban Town and their dwelling is not on a farm.</p> <div data-bbox="339 431 835 474" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow time for these entries.</p> </div> <p>You can complete Questions 2, 3 and 4 for Mr. Frank from the information already obtained. Please do so now.</p> <div data-bbox="339 538 835 581" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow time for this.</p> </div> <p>Mr. _____, will you ask Questions 5 to 15, please?</p>

**Enum.:** What was your husband's age at his last birthday before June 1? (Q. 5)

**Resp.:** Twenty-seven.

Question 6 need not be asked. It is obvious Mr. Frank is married.

**Enum.:** In what province(or country) was he born? (Q. 7)

**Resp.:** Switzerland.

**Enum.:** In what year did he immigrate to Canada? (Q. 8)

**Resp.:** 1957.

**Enum.:** Is he a Canadian? (Q. 9)

**Resp.:** No.

Correct trainee if he does not ask the following question.

**Enum.:** Of what country is he a national or a citizen?

**Resp.:** Germany.

**Enum.:** To what ethnic or cultural group did he or his ancestor (on the male side) belong on coming to this continent? (Q. 10)

**Resp.:** German.

**Enum.:** What is his religion? (Q. 11)

**Resp.:** Lutheran.

**Enum.:** What language did he first learn in childhood and still understands? (Q. 12)

**Resp.:** German.

**Enum.:** Can he speak English? (Q. 13)

**Resp.:** Yes.

## Points to cover

## Procedure

Enum.: French?

Resp.: No.

Enum.: What was the highest grade or year of schooling he ever attended? (Q. 14)

Resp.: I think he completed the equivalent of 3 years of Canadian High School.

Enum.: Since last September, did he attend school or university? (Q. 15)

Resp.: No.

Change Enumerators for Questions 16 to 26.

Enum.: Did Mr. Frank have a job of any kind last week? (Q. 16)

Resp.: Yes - he was at work all week.

Stop the Enumerator if he asks Question 17. Have him locate the instruction in the Manual that explains how to use the arrow in this question.

Enum.: How many hours does he usually work each week? (Q. 19)

Resp.: He works 7 hours each day except Sunday.

Enum.: For whom did he work last week? (Q. 20)

Resp.: Young's Radio and Television Service Ltd.

Enum.: What kind of business or industry was this? (Q. 21)

Resp.: Radio and T.V. Repair Shop.

Enum.: What kind of work did he do in this industry? (Q. 22)

Resp.: He repairs T.V.'s.

Enum.: Did Mr. Frank operate his own business or work for others in this occupation? (Q. 23)

Resp.: It's not his business. He's on a salary.

Enum.: In how many weeks did he work for wages or salary in the past 12 months? (Q. 24)

Resp.: Oh, he's worked all year.

Enum.: What was his gross wage and salary income (before deductions) in this period? (Q. 25)

Resp.: Well, his salary is \$75 a week.

Interrupt the interview to point out that trainees should not have any difficulty with this question since Mr. Frank worked a full year at one job only. However, there may be cases where a person has had several jobs during the year. The wages for each must be calculated separately, added together and the total reported in Question 25.

Also, if a weekly rate is reported, additional questions may be necessary to establish the number of weeks the respondent received this wage. Question 24 determines only IN how many weeks the person worked, i.e., he may have worked several days only IN A WEEK and received less than the weekly rate. Thus, this total should not be automatically multiplied by the weekly wage.

Enum.: Did he ever have any wartime service in the active military forces of Canada or allied countries? (Q. 26)

Resp.: No.

Points to cover

Procedure

- (4) Correct entries for Otto K. Frank

Mr. \_\_\_\_\_, will you read your entries for Questions 1 to 15.

## ANSWER KEY FOR QUESTIONS 1 TO 15 FOR OTTO K. FRANK

Ques. 1 - Start of a new household	Ques. 6 - Married
Ques. A - 0-10-3	Ques. 7 - Switzerland
Ques. B - 109 Main St., Urban Town	Ques. 8 - 1956-1957
Ques. C - No	Ques. 9 - Germany
Ques. 2 - Frank, Otto K.	Ques. 10 - German
Ques. 3 - Head of household	Ques. 11 - Lutheran
Ques. 4 - Mole	Ques. 12 - German
Ques. 5 - 20-7	Ques. 13 - English only
	Ques. 14 - High School - 3
	Ques. 15 - No

Mr. \_\_\_\_\_, will you read your entries for Questions 16 to 26.

## ANSWER KEY FOR QUESTIONS 16 TO 26 FOR OTTO K. FRANK

Ques. 16 - Yes	Ques. 22 - T.V. repairman
Ques. 17 - Blank	Ques. 23 - Wage or salary corner
Ques. 18 - Blank	Ques. 24 - 49-52
Ques. 19 - 41-44	Ques. 25 - top line - 3000 bottom line - 900
Ques. 20 - Young's Radio and Television Service Ltd.	Ques. 26 - None
Ques. 21 - Radio & T.V. Repair Shop	

- (5) Form 2A - Anne M. Frank

Ques. Whom would you enumerate next on Form 2A, \_\_\_\_\_?  
Ans. The wife - Mrs. Frank.

Everyone please complete Question 1 for Mrs. Frank, now. Use the Form 2A on Page 68.

Allow time for this.

Mr. \_\_\_\_\_, will you ask Questions 2 to 15 for Mrs. Frank?

Everyone record my answers, please.



## Points to cover

## Procedure

**Enum.:** Could I have your full name please, Mrs. Frank? (Q. 2)

**Resp.:** Anne M. Frank.

Questions 3 and 4 need not be asked. It is obvious she is the "Wife of head" and "female".

**Enum.:** What was your age at last birthday before June 1? (Q. 5)

**Resp.:** Twenty-five.

**Enum.:** In what province (or country) were you born? (Q. 7)

**Resp.:** Manitoba.

**Enum.:** Are you a Canadian? (Q. 9)

**Resp.:** Yes.

**Enum.:** To what ethnic or cultural group did you or your ancestor (on the male side) belong on coming to this continent? (Q. 10)

**Resp.:** French.

**Enum.:** What is your religion? (Q. 11)

**Resp.:** I'm a Roman Catholic.

**Enum.:** What language did you first learn in childhood and still understand? (Q. 12)

**Resp.:** French.

Interrupt the interview to explain that for Question 13 the Enumerator knows Mrs. Frank can speak English because the interview is conducted in that language. He knows Mrs. Frank can understand French but he should check to see if she can also speak it.

**Enum.:** Can you speak French, Mrs. Frank? (Q. 13)

**Resp.:** Yes.

**Enum.:** What was the highest grade or year of schooling you ever attended? (Q. 14)

**Resp.:** I was in the first year of High School when I had to leave school.

**Enum.:** Since last September did you attend school or university? (Q. 15)

**Resp.:** No.

Change Enumerators for Questions 16 to 25.

Points to cover	Procedure
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**Enum.:** Mrs. Frank, did you have a job of any kind last week? (Q. 16)

**Resp.:** Yes, I did.

**Enum.:** What number of hours do you usually work each week? (Q. 19)

**Resp.:** I work a 35-hour week.

**Enum.:** For whom did you work last week? (Q. 20)

**Resp.:** Imperial Textile Co. Ltd.

**Enum.:** What kind of business or industry was this? (Q. 21)

**Resp.:** It's a cotton mill.

**Enum.:** What kind of work did you do in this industry? (Q. 22)

**Resp.:** I'm a textile worker.

The Enumerator should ask a question such as the following to find out the kind of textile worker.

**Enum.:** Would you please specify the kind of textile worker?

**Resp.:** I'm a yarn spinner.

Question 23 can be completed from the information supplied for Questions 20 and 22. You may have to remind the Enumerator of this.

**Enum.:** In how many weeks did you work for wages or salary in the past 12 months? (Q. 24)

**Resp.:** The mill was closed down for six months. I worked there the rest of the time, though.

**Enum.:** What was your gross wage and salary income (before deductions) in this period? (Q. 25)

**Resp.:** I get \$40 a week.

## Points to cover

## Procedure

- (6) Correct entries for Anne M. Frank

Mr. \_\_\_\_\_, will you read your entries for Mrs. Frank, please.

## ANSWER KEY FOR QUESTIONS 1 to 15 FOR ANNE M. FRANK

Ques. 1 - Continuation of same household	Ques. 7 - Manitoba
Ques. A - Blank	Ques. 8 - Born in Canada
Ques. B - Blank	Ques. 9 - Canada
Ques. C - Blank	Ques. 10 - French
Ques. 2 - Frank, Anne M.	Ques. 11 - Roman Catholic
Ques. 3 - Wife of head	Ques. 12 - French
Ques. 4 - Female	Ques. 13 - Both English and French
Ques. 5 - 20-5	Ques. 14 - High School - 1
Ques. 6 - Married	Ques. 15 - No

Mr. \_\_\_\_\_, will you read your entries for Questions 16 to 25.

## ANSWER KEY FOR QUESTIONS 16 to 25 FOR ANNE M. FRANK

Ques. 16 - Yes	Ques. 22 - Yarn spinner
Ques. 17 - Blank	Ques. 23 - Wage or salary earner
Ques. 18 - Blank	Ques. 24 - 14-26
Ques. 19 - 35-39	Ques. 25 - top line - 1000 bottom line - 0
Ques. 20 - Imperial Textile Co. Ltd.	Ques. 26 - Blank
Ques. 21 - Cotton mill	

- (7) Form 2B - Introduction

There were no visitors in this household on the night of May 31-June 1. Therefore, a Form 3 is not required. However, this is a sample household - Household No. 013.

Ques. What is the next form that must be completed for the Frank household, \_\_\_\_\_?

Ans. A Housing Questionnaire - Form 2B.

Points to cover	Procedure
(8) Form 2B - Interview	<p>By this time, Mrs. Frank has been subjected to many questions. Before going on to the Housing Questionnaire it's a good idea to prepare her for the next set of questions by something like this.-</p> <p>"Thank you Mrs. Frank for the information you have given for yourself and your husband. Now, I have some questions I would like to ask about your dwelling."</p> <p>Please use the Form 2B on Page 76 and complete Questions A and B now. -</p> <div data-bbox="350 442 843 498" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Remind trainees to refer to the Form 2A for Mr. Frank if they do not do so.</p> </div> <p>Now, here is the information for Question 1.---- The Frank's live in one side of what was originally a double house. The other side has been converted into a grocery store.----</p> <p>Complete Question 2 from this information.---- The dwelling is in a general state of disrepair. The foundation is badly cracked; the verandah sags; a paint job is badly needed - both inside and out.</p> <p>Mr. _____, will you ask Questions 3 to 8, please?</p>

**Enum.:** When was this building built? (Q. 3)

**Resp.:** I don't know exactly - I'd say it was more than 50 years old.

**Enum.:** Is this building used only for residential purposes? (Q. 4)

**Resp.:** Well, there's a grocery store next door, you know.

**Enum.:** How long have you lived in this dwelling? (Q. 5)

**Resp.:** We came here a year ago last March.

**Enum.:** Did you own or rent your previous dwelling? (Q. 6)

**Resp.:** We rented an apartment.

**Enum.:** How many rooms are there in your present dwelling? (Exclude bathrooms) (Q. 7)

**Resp.:** Four, down here. I also have an attic upstairs. Do you want a record of that?

Points to cover	Procedure
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A question such as the following is necessary.

**Enum.:** Is it suitable for year-round living quarters?

**Resp.:** No. We just use it for storage.

**Enum.:** How many bedrooms? (Q. 8)

**Resp.:** One.

Change Enumerators for Questions 9 to 20. The exact wording for Questions 9, 11 and 12 is not provided on the document. Correct the trainee if he does not ask them properly.

**Enum.:** Do you have both hot and cold running water? (Q. 9)

**Resp.:** No. I wish we did. We have cold water only.

**Enum.:** What is the source of piped water supply? (Q. 10)

**Resp.:** We get it from the city.

**Enum.:** Do you have an installed bathtub or shower? (Q. 11)

**Resp.:** No, we hope we'll be able to afford one later when we get the hot water.

**Enum.:** What type of toilet facilities do you have? (Q. 12)

**Resp.:** We have a flush toilet.

**Enum.:** Are these toilet facilities shared with another household? (Q. 13)

**Resp.:** No.

**Enum.:** What is the method of sewage disposal? (Q. 14)

**Resp.:** We're connected to the city sewers.

**Enum.:** What is the principal heating equipment? (Q. 15)

**Resp.:** We have a space heater.

**Enum.:** What is the principal heating fuel? (Q. 16)

**Resp.:** Oil.

**Enum.:** What type of refrigeration do you have? (Exclude home-freezers) (Q. 17)

**Resp.:** We have an ice box.

**Enum.:** Has this household a home-freezer? (Q. 18)

**Resp.:** No.

Points to cover	Procedure
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Enum.: Is there one, or more than one, television receiving set in this household? (Q. 19)

Resp.: We have only one T.V.

Enum.: How many passenger automobiles are owned or operated by members of this household? (Q. 20)

Resp.: One, It's pretty old, but it still runs.

Change Enumerators for Questions 21 to 25.

Enum.: Is this dwelling owned or rented? (Q. 21)

Resp.: My husband bought it but, of course, it isn't paid for yet.

If trainees do not know whether to mark "form" or "non-form" refer them to the Form 2A for Mr. Frank.

Enum.: If you were selling this dwelling now, what would you expect to get for it? (Q. 22)

Resp.: Well, I really don't know. My husband does all the business.

The Enumerator should help the respondent by a statement such as the following.

Enum.: Well, I just want an estimate. Perhaps if I read some of the "groups" from the questionnaire you will be able to select the right one. — "Under \$3,000", "\$3,000-7,000", "\$8,000-12,000".

Resp.: Well, I suppose it would be between \$8,000 and \$12,000.

Correct trainee if he does not ask Question 23 properly. The respondent's answer to Question 21 has indicated there is a mortgage on the dwelling.

Enum.: Is there one or more than one mortgage on this dwelling? (Q. 23)

Resp.: Just one, I think.

Enum.: Is this mortgage held by the government, a lending agency, a private individual or a credit union? (Q. 24)

Resp.: My brother-in-law has the mortgage.

Points to cover

Procedure

Enum.: Is there a garage on this property? (Q. 25)

Resp.: No. We park in the yard.

(9) Correction  
of Form 2B

Mr. \_\_\_\_\_, will you read your entries for Questions A to 6, please?

ANSWER KEY FOR QUESTIONS A TO 6 ON FORM 2B

Ques. A - 0-10-3	Ques. 3 - Before 1920
Ques. B - 109 Main St., Urban Town	Ques. 4 - Residential and business
Ques. 1 - Single attached (other)	Ques. 5 - 1-2 years
Ques. 2 - In need of major repair	Ques. 6 - Rented

Will you read your entries for Questions 7 to 13 please, \_\_\_\_\_?

ANSWER KEY FOR QUESTIONS 7 TO 13 ON FORM 2B

Ques. 7 - 4	Ques. 11 - No installed bathtub or shower
Ques. 8 - 1	Ques. 12 - Inside flush toilet - one
Ques. 9 - Cold only	Ques. 13 - No
Ques. 10 - Other (municipal mains, etc.)	

Will you read your entries for Questions 14 to 20 please, \_\_\_\_\_?

ANSWER KEY FOR QUESTIONS 14 TO 20 ON FORM 2B

Ques. 14 - Connection to sewer	Ques. 17 - Ice box
Ques. 15 - Heating stove, cook- stove or space heater	Ques. 18 - No
Ques. 16 - Liquid fuel	Ques. 19 - One
	Ques. 20 - One

Points to cover	Procedure						
4. Form 4	<p>Mr. _____, will you read your answers for Questions 21 to 25, please?</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <p><b>ANSWER KEY FOR QUESTIONS 21 TO 25 ON FORM 28</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Ques. 21 - Owned (non-form)</td> <td style="width: 50%;">Ques. 24 - Private individual</td> </tr> <tr> <td>Ques. 22 - \$8,000-12,000</td> <td>Ques. 25 - No</td> </tr> <tr> <td>Ques. 23 - 1st only</td> <td></td> </tr> </table> </div> <p>After you have completed the Housing Questionnaire you would enumerate both Mr. and Mrs. Frank on a Form 4 - Population (Sample).</p> <p>Please look at your copy of this form on Page 50 of your Work Book.----</p> <p>Remember, the identification entries and Questions 1 to 5 must always be completed. You will obtain the information for Questions 1 to 5 by direct interview.</p> <p>The Frank dwelling is <u>not</u> on a farm-</p> <p><u>Ques.</u> Will Questions 6 to 8 be completed, _____?</p> <p><u>Ans.</u> Yes.</p> <p><u>Ques.</u> Who will complete them, _____?</p> <p><u>Ans.</u> The household members - Mr. &amp; Mrs. Frank.</p> <p>Remember, it is very important to make a note in your Visitation Record of the number of Forms 4 left at the dwelling and the time you will call back for them. Let's do this now for the Frank household. Turn to the Visitation Record on Page 2 of your Work Book.----</p> <p>On the line for Household 013, everyone please enter - "2 Forms 4 left - pick up June 8".</p> <p>Now, let's review the other two forms I talked about earlier - that is the Form 7 and Form 10.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%; text-align: center;"> <p><b>Display a Form 7.</b></p> </div>	Ques. 21 - Owned (non-form)	Ques. 24 - Private individual	Ques. 22 - \$8,000-12,000	Ques. 25 - No	Ques. 23 - 1st only	
Ques. 21 - Owned (non-form)	Ques. 24 - Private individual						
Ques. 22 - \$8,000-12,000	Ques. 25 - No						
Ques. 23 - 1st only							
5. Forms 7 and 10							



Points to cover	Procedure
	<p>Remember to enter on Form 7 any holding with agricultural production if:</p> <ol style="list-style-type: none"> <li>(1) it is less than one acre; or</li> <li>(2) it is one acre or more with sales of agricultural products during the past 12 months of less than \$50.</li> </ol> <div data-bbox="365 397 859 438" style="border: 1px solid black; padding: 5px; text-align: center;">Display o Form 10.</div> <p>Remember to record on Form 10 particulars for every retail, wholesale and service establishment in your area. Also, report every electrical, plumbing, heating and painting contractor's premises which have a visible sales outlet.</p> <p>Are there any questions on any of the forms we discussed or on any other phase of your work?</p> <div data-bbox="368 615 862 655" style="border: 1px solid black; padding: 5px; text-align: center;">Allow time for questions.</div> <p>This completes the instruction on Population and Housing. Agricultural instruction will start to-morrow for those who have farms in their E.A.</p> <p>Between now and June 1, I plan to see each of you personally. At that time I will discuss any individual problems you might have, help you plan your route of Visitation and instruct you on how to enumerate transient accommodation.</p> <p>Also, I expect each of you to return here on June 2nd at nine o'clock for a review of your first day's work. Please bring all your enumeration material with you. Your Account Form for Instruction will be collected at that time.</p> <div data-bbox="363 998 853 1069" style="border: 1px solid black; padding: 5px;">Distribute supplies to Enumerators who will not have form enumeration. Supplies will be distributed to those receiving agricultural instruction at the end of to-morrow's session.</div>

## XV - The Enumeration of Agricultural Holdings

Points to cover	Procedure
1. Preparatory duties	<div data-bbox="332 267 827 462" style="border: 1px solid black; padding: 10px;"> <p>Before commencing this session make certain you have the following material at hand:</p> <ol style="list-style-type: none"> <li>(1) Agriculture Questionnaire (Form 6)</li> <li>(2) Irrigation Questionnaire (Form 8) - Ontario, Saskatchewan, Alberta and British Columbia only</li> <li>(3) Woodland Questionnaire (Form 9)</li> <li>(4) Specified Farm Card (Form 17)</li> <li>(5) Farm 18 Envelope</li> <li>(6) Administrative Forms 51 and 51A</li> <li>(7) Enumeration Manual</li> <li>(8) Training Work Book - Agriculture (Form 64) - Sufficient supply for distribution to the class.</li> </ol> </div>
2. Introduction	<p>The next step in your training will deal with Agriculture. Form 6, the Agriculture Questionnaire, is the main form used. Please find a copy of this form in your portfolio. ----</p> <p>When you were appointed, you were given a copy of Form 6 and a Pre-Training Exercise, Form 66, to complete before coming to class. How many of you completed this exercise? ----</p> <p>If you did, this will help you in your training. If you did not, complete it at home before starting your enumeration. The answers to this exercise will be found in the Agriculture Training Work Book, which I will give you later.</p>
3. Use of Enumeration Manual	<p>Will each of you please turn to the Table of Contents in your Manual and locate the Agriculture sections. ----</p> <p><u>Ques.</u> On what page of the Manual do the instructions on Agriculture start, _____?</p> <p><u>Ans.</u> Page 73.</p> <p>Please refer to your Manual whenever you encounter difficulties during enumeration.</p>
4. Agricultural terms	<p>During your instruction, reference will be made to the enumeration of "farms" and "small agricultural holdings". "Small agricultural holdings" are those on which there is some agricultural production but, because of their relatively small size, are not usually thought of as "farms". The Census must obtain a record of all agricultural operations in the country. In order to do this, many small holdings are enumerated on the Agriculture Questionnaire, Form 6, as well as the larger holdings usually referred to as farms.</p>

## Points to cover

## Procedure

Another term which we will be using quite often is "operator" - meaning the person in charge of the agricultural operations of the holding. The term "farmer" will also be used, but less frequently, because it is not always suitable when referring to the operators of small agricultural holdings.

5. When to complete Form 6

You will recall that the instructions for Question C of Form 2A stated that you were to mark "Yes" if the dwelling was located on a farm or small agricultural holding. For each of these holdings, an Agriculture Questionnaire, Form 6, will have to be completed. Page 73, Section 114 of your Manual includes instructions on when to complete Form 6. Please turn to this Section and read it over. ----

Allow the trainees time to read over this Section.

Ques. What are the two points which determine when an Agriculture Questionnaire, Form 6, is to be completed, \_\_\_\_\_?

Ans. (1) The holding must be one acre or more in size; and  
(2) Sales of agricultural products during the past 12 months must be valued at \$50 or more.

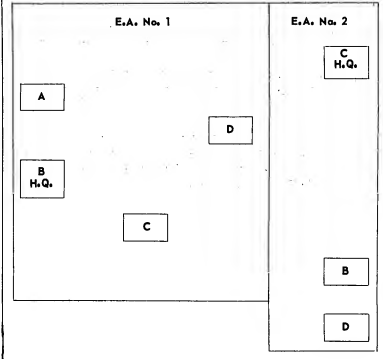
Write these two points on the blackboard and make sure the class understands their importance.

- (1) One acre or more in size.
- (2) Sales of \$50 or more.

It is essential that each of you remember these two rules when determining whether a Form 6 is to be completed. If the sales were less than \$50 because of crop failure or other unusual conditions last year, complete the Form 6 if the operator expects more than \$50 this year. Also complete one for holdings being operated in 1961 for the first time.

You will note that rule (2) refers to the sale of agricultural products during the 12 months.

Points to cover	Procedure
	<p>_____, would you read the second paragraph of Section 114 of the Manual.</p> <p>* "<u>Agricultural products</u> include any one or combination of the following:</p> <ul style="list-style-type: none"> <li>(1) Crops - field crops, vegetables, fruits, greenhouse and nursery products, bulbs and cut flowers, and seeds;</li> <li>(2) Livestock - cattle, sheep, pigs, horses and goats;</li> <li>(3) Poultry - hens and chickens, turkeys, ducks and geese;</li> <li>(4) Animal products - dairy products, wool, eggs, goat milk, honey and beeswax;</li> <li>(5) Returns from the rental of pasture for livestock grazing;</li> <li>(6) Fur-bearing animals."</li> </ul> <p>The next paragraph states that sales of forest products <u>are not</u> to be included as part of the \$50 sales in determining whether a Form 6 is to be completed.</p>
6. Agriculture Questionnaire (Form 6)	<p>Now, look at your questionnaire. ---- The instructions in the upper left-hand corner under the heading "Important" are to remind you when this questionnaire is to be completed. ----</p>
7. Complete and correct enumeration of agricultural holdings	<p>It is very important that the operator's complete agricultural holding is enumerated. It is also important that a piece of agricultural land is not enumerated twice. Separate areas of land operated by the same operator are considered to be <u>one holding</u> and <u>only one questionnaire</u> is used to enumerate the total area. Here are some situations which you may encounter and instructions as to what you are to do.</p>
(a) When the total holding is in one E.A.	<p>(1) <u>When the entire holding is in your E.A.</u>, you must complete the questionnaire, even if the holding consists of several separate tracts of land.</p>
(b) When the holding is partly in one E.A. and partly in others	<p>(2) <u>When only part of the holding is in your E.A.</u>, you must complete Form 6 if the <u>headquarters</u> (which in most cases is the farm buildings) is in your E.A. You must enumerate on the same questionnaire those parts of the same holding located in other E.A.'s as well as those parts located in your own.</p>

Points to cover	Procedure
<p>(c) Non-resident farms</p> <p>(d) Doubtful cases</p>	<p>(3) <u>For non-resident farms</u> - farms on which no one is living - a questionnaire must be completed if the headquarters is located in your E.A.</p> <p>A large proportion of the operators of non-resident farms will be living elsewhere in your E.A. In such cases you will complete the questionnaire when you visit the operator during the regular course of enumeration.</p> <p>Other operators of non-resident farms will be living outside your E.A. Quite often the non-resident operators will be residing in a town or village which is located nearby. You should make a special effort to locate these operators, either at their place of residence or when they are in your E.A. doing work on their farm. When you have to travel outside your E.A. to contact non-resident operators, you will receive extra payment. I will refer to this later.</p> <p>If for any reason you are unable to contact a non-resident operator, you must still complete a questionnaire. Obtain the information from a neighbour or other reliable source.</p> <p>If you are in doubt as to whether you should complete a questionnaire for a particular holding - complete it, explain the situation in the "Comments" section, and bring the case to my attention.</p>
<p>8. Enumeration examples</p>	<p>Draw the following diagram on the blackboard to help illustrate the examples listed below:</p>  <p>The diagram consists of two large rectangular boxes representing Enumeration Areas (E.A.s).</p> <ul style="list-style-type: none"> <li><b>E.A. No. 1</b> (Left box):       <ul style="list-style-type: none"> <li>Contains a small box labeled <b>A</b> in the upper left.</li> <li>Contains a small box labeled <b>B H.Q.</b> in the lower left.</li> <li>Contains a small box labeled <b>C</b> in the lower center.</li> <li>Contains a small box labeled <b>D</b> in the middle right.</li> </ul> </li> <li><b>E.A. No. 2</b> (Right box):       <ul style="list-style-type: none"> <li>Contains a small box labeled <b>C H.Q.</b> in the upper right.</li> <li>Contains a small box labeled <b>B</b> in the lower right.</li> <li>Contains a small box labeled <b>D</b> in the bottom right.</li> </ul> </li> </ul>

Points to cover	Procedure
	<p>Here are some examples of various situations and how to deal with them:</p> <p><u>Ques.</u> Which Enumerator would enumerate Holding A, _____?</p> <p><u>Ans.</u> The Enumerator in E.A. No. 1.</p> <p>The holding is located entirely within E.A. No. 1 and the Enumerator in this area will enumerate the holding regardless of whether the operator lives on it or not.</p> <p><u>Ques.</u> Which Enumerator would enumerate Holding B, _____?</p> <p><u>Ans.</u> The Enumerator in E.A. No. 1.</p> <p>The holding is located partly in E.A. No. 1 and partly in E.A. No. 2 but the headquarters is located in the first E.A. The Enumerator in E.A. No. 1 will enumerate both parts of the holding on the same questionnaire.</p> <p><u>Ques.</u> Which Enumerator will enumerate Holding C, _____?</p> <p><u>Ans.</u> The Enumerator in E.A. No. 2.</p> <p>This holding is also located in two E.A.'s with the headquarters in E.A. No. 2. The Enumerator in E.A. No. 2 will enumerate both parts of the holding on the same questionnaire.</p> <p>Holding D consists of a tract of land in each E.A. There are no farm buildings on the holding and it is difficult to determine the location of the headquarters. The operator lives in a nearby town.</p> <p>The Enumerator of each E.A. must try to locate the operator and complete an Agriculture Questionnaire for the operator's <u>complete</u> holding if the other Enumerator has not already done so. If a Questionnaire has already been completed by the other Enumerator, check with the operator to make sure that the tract of land in <u>each</u> E.A. was included.</p> <p>Situations in which there is a chance that all or part of the holding may be enumerated twice or missed altogether must be brought to my attention. Explanatory comments should also be entered in the "Comments" section if a questionnaire is completed by you.</p>

Points to cover	Procedure
9. Agriculture Training Work Book (Form 64)	<div data-bbox="352 212 847 270" style="border: 1px solid black; padding: 5px;"> <p>At this point, distribute a copy of the Training Work Book - Agriculture (Form 64) to each Enumerator.</p> </div> <p>This is the Training Work Book for Agriculture. Turn to Page 18 of this Work Book. ----</p> <p>On Pages 18 to 21 you will find a completed questionnaire for the Pre-Training Exercise, Form 66, that you were asked to complete before coming to the training class. Please correct your own copy at home before you begin the enumeration of your E.A.</p>
10. Exercise A	<p>Now, please turn to Page 1 of your Work Book. ---- Complete Exercise A. If you wish, you may use your Manual to help answer the questions.</p>

EXERCISE ATIME: 9:20 - 9:35

NOTE TO COMMISSIONER: Allow the trainees 10 minutes to complete this exercise. Then have the trainees correct their work from the answers you supply. Correction time: 5 minutes. Try to determine the questions which cause general difficulty and provide additional instruction.

Questions and Answers

1. Ques. - Mr. Jones owns 15 acres of land and operates a gasoline station on his property. The land is idle except for a small garden the products of which are used exclusively for home use. Do you complete an Agriculture Questionnaire (Form 6) for Mr. Jones' holding?  
Ans. - No. (Mr. Jones did not sell \$50 worth of agricultural products during the past 12 months.)
2. Ques. - Mr. Tom O'Neil lives on a 1-acre tract and has a laying flock of 125 hens. He tells you that he sold about \$125 worth of poultry and eggs during the past 12 months. Do you complete an Agriculture Questionnaire (Form 6) for Mr. O'Neil?  
Ans. - Yes. (This holding is 1 acre in size and the sales of agricultural products were more than \$50 during the past 12 months.)

3. Ques. - Mr. Lee owns a 1,300-acre woodlot on which he lives. He reports that his only sales during the past 12 months were \$500 worth of forest products and that the garden, milk cow and chickens are for his own use. Do you complete an Agriculture Questionnaire (Form 6) for Mr. Lee's holding?
- Ans. - No. (Value of forest products' sales are not to be included in the calculation of the \$50 sales' requirement for an agricultural holding.)
4. Ques. - Mr. Murphy tells you that he moved on to this 100-acre holding this spring. The place was idle for the past year and no agricultural products were sold during the past 12 months. However, he expects to sell his crops this year for at least \$2,000. Do you complete an Agriculture Questionnaire (Form 6) for Mr. Murphy's holding?
- Ans. - Yes. (The estimated value of sales of agricultural products during the next 12 months should be used if there were less than \$50 worth of products sold during the past 12 months because of unusual conditions.)
5. Ques. - Mr. Rice lives in town. He owns and operates a fruit farm, on which no one is living, about 15 miles from town in another enumeration area. Which Enumerator completes an Agriculture Questionnaire for Mr. Rice's farm?
- Ans. - The Enumerator in the E.A. where the holding is located.
6. Ques. - A retired farmer owns 100 acres of land. He rents 95 acres to a neighbouring farm operator and retains 5 acres on which he has a garden, some chickens and two cows. He values his sales during the past 12 months at over \$50. How many Agriculture Questionnaires are required for the 100 acres of land?
- Ans. - Two questionnaires. (One questionnaire must be completed for the retired operator and one questionnaire for his neighbour. For Census purposes, these are two separate agricultural holdings.)
7. Mr. Long owns and operates a grain farm, part of which is in your E.A. and part in an adjoining E.A. Mr. Long lives on the farm in the other E.A.
- (a) Ques. How many Agriculture Questionnaires are required?
- Ans. One questionnaire.
- (b) Ques. Who completes the questionnaire or questionnaires?
- Ans. The Enumerator in the other E.A. completes it.



## XVI - How To Make Entries and Questionnaire Identification

Points to cover	Procedure
1. Set-up of the questionnaire	<p>Please unfold your Form 6. ---- Most questions have spaces for written entries; a few others have boxes for an "X" mark.</p> <p>For example, in Question 2, you will mark an "X" in one of the boxes, and in Question 5, you will write in the entry. ----</p> <p>The questionnaire is divided into sections, each containing a number of related questions as seen by referring to Section III, Field Crops - and Section VI, Use of Land. ----</p> <p>Some sections of the questionnaire have key questions which must always be answered. If the answer to them is "No" or "None" the instructions will tell you to skip one or more of the questions which follow. Follow these instructions, if applicable, and you will speed up the interview.</p> <p>Please look at Question 36. ----</p> <p><u>Ques.</u> If the answer is "No" what will be the next question asked, _____?</p> <p><u>Ans.</u> Question 41.</p> <p>Now look at Question 51. ----</p> <p><u>Ques.</u> If the answer here is "Yes", what will be the next question to ask, _____?</p> <p><u>Ans.</u> Question 52.</p>
2. Rules for making entries	<p>Here are three important rules you must follow when completing Form 6.</p> <ol style="list-style-type: none"> <li>(1) Read the title of each section to the respondent. This will help him to concentrate on a specific group of items.</li> <li>(2) Then, ask the questions in each section in order as worded.</li> <li>(3) Obtain the answers from the operator or some other responsible person. If, however, the operator lives outside your E.A. and you cannot locate him, get the information from a neighbour or some other reliable source. Information must not be based on your own views or opinions.</li> </ol>

Points to cover	Procedure
<p>3: Comments section</p> <p>4. Office codes</p>	<p>Will you turn to Page 73, Section 115 of your Manual. ---- Take a minute to read the 6 rules for making entries.</p> <div data-bbox="350 256 844 297" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Allow a minute for this. Then ask the following questions.</p> </div> <p>Please turn to your Form 6. ----</p> <p><u>Ques.</u> How would you report 1/2 acre in Question 31, _____?  <u>Ans.</u> 5/10.</p> <p><u>Ques.</u> What measure would you use in reporting alfalfa seed in Question 89, _____?  <u>Ans.</u> Pounds.</p> <p>All entries on Form 6 must be made in ink.</p> <p>You were instructed to use an eraser to make corrections on Form 2A, but you must not use an eraser to make corrections on Form 6. If a mistake is made, draw a neat line through the entry in error and write the correct figure within the proper space. If a box is marked in error, circle the incorrectly marked box and put an "X" in the correct one.</p> <p><u>Ques.</u> How would you report an answer of "None" in Question 8,____?  <u>Ans.</u> Leave the space blank.</p> <p><u>Ques.</u> How would you report an answer of "None" in Question 74,____?  <u>Ans.</u> Mark the "None" box.</p> <p><u>Ques.</u> How would you record an answer of \$163.25 in Question 155, _____?  <u>Ans.</u> \$163.</p> <p>Note the "Comments" section between Questions 186 and 187. ---- This section is to be used for explaining unusual entries or situations. These can be a great help to the staff in Ottawa when the forms are being processed.</p> <p>The numbers in circles or squares are for office use only. Disregard them in your enumeration.</p> <div data-bbox="357 1089 852 1143" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Point out some of these numbers in Section III - Field Crops - Form 6.</p> </div>

Points to cover	Procedure
5. Arpents (Quebec only)	<div data-bbox="363 198 857 253" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>The following section applies in Quebec only. In other provinces, skip to Section 6.</p> </div> <p>In certain parts of the province of Quebec, land areas may be reported in arpents instead of acres. If you do report areas in arpents, you must write "Arpents" at the top of the front page of the questionnaire.</p>
6. How to handle the Advance Questionnaire	<p>Many farm operators will have received a copy of the Form 6 through the mail. Included was a letter requesting the operator to complete the Form 6 and then pass it on to you when you call. This was done for your benefit as well as being a convenience for the farmer.</p> <p>Follow this procedure:</p> <p>Ask the operator if he received a Form 6 in the mail and if he did, ask him if he has completed it.</p> <p>If he has, check it over and make sure the entries are legible and correct. If they are not, the questionnaire will have to be rewritten.</p> <p>If everything is in order - use this questionnaire, assign a number to it and complete the "Enumerator's Record".</p> <p>You will, of course, be paid the scheduled rate for checking the questionnaires even though the farm operator completed it.</p> <p>If the operator has partly completed the questionnaire - check the entries and complete the questionnaire.</p> <p>If he has mailed the form to Ottawa, you must complete another questionnaire.</p> <p>If the operator did not receive a questionnaire or did not complete it - you must complete the questionnaire yourself.</p>
7. Identification	<p>Please turn to the front page of Form 6. ---- Above Section I are the Identification entries. You must assign a questionnaire number for each agricultural holding in the order in which they are visited. This is called the <u>Agriculture Questionnaire Number</u>. This number may not be the same as the Household Number because there may be more than one household on some farms and no household on other farms.</p>



Exercise B

NOTE TO COMMISSIONER: Allow the trainees 5 minutes to answer the questions in Exercise B (Page 2) in the Work Book - Agriculture. Then have the trainees correct their work from the answers you supply. Correction time 5 minutes. Try to determine the questions which cause general difficulty and provide additional instruction where needed.

Questions and Answers

1. Ques. - Two brothers own and operate a farm in partnership. How many Agriculture Questionnaires are required?  
Ans. - One questionnaire.
2. Ques. - Mr. Burns is a lawyer in the city and owns a dairy farm about 50 miles away. He has a hired manager to look after the farm but drives out about twice a month to instruct him. Do you complete the Agriculture Questionnaire in the name of Mr. Burns or the hired manager?  
Ans. - The hired manager. (The hired manager is in charge of the day-to-day operations of the holding.)
3. Ques. - Mr. James lives on a farm in the country but works in the city. His teenage son looks after the livestock and crops. The father tells the son what to do. Do you complete the Agriculture Questionnaire in the name of Mr. James or his son?  
Ans. - Mr. James. (Mr. James is in charge of the day-to-day operations of the holding.)
4. Ques. - Mr. Smith owns 90 acres of land and his wife has inherited 50 acres from her father. Mr. Smith operates both pieces of land, and last year sold grain valued at \$2,000 from the one piece of land and \$1,000 from the other. How many Agriculture Questionnaires do you complete?  
Ans. - One questionnaire.

## XVII - Questions 4 to 7 and Use of Maps

Points to cover	Procedure
<p>1. Ques. 4 - Location of holding</p> <p>(a) All areas</p>	<p>Now, look at Section II.---- It is very important that you observe the following rule when completing this Section:</p> <p>Report all the land <u>operated</u> on June 1, 1961 by the operator. This includes all land owned, rented or leased, or managed for others, even if it consists of several separate tracts. <u>Do not include</u> land which the operator owns <u>but rents to someone else</u>.</p> <p>In Question 4, describe each holding as shown in the example on Page 18 of your Agriculture Work Book. Look at it now. ----</p> <div data-bbox="339 494 832 548" style="border: 1px solid black; padding: 5px;"> <p>The next Section 1(b) is for the PRAIRIE PROVINCES ONLY; other provinces, skip to Section 1(c).</p> </div>
<p>(b) Prairie Provinces only</p>	<p>Notice how the quarter and section, township, range and meridian are to be entered in Columns (a) to (d). The lot number in Column (a) and range or concession number in Columns (b), (c) or (d) are to be used in other provinces. In Column (e), make the appropriate entry depending on whether the land is owned, rented or managed. If there is not enough room to list all the tracts of the holding, use the "Comments" section to list the balance.</p>
<p>(c) All provinces other than Prairie Provinces</p>	<div data-bbox="344 749 839 803" style="border: 1px solid black; padding: 5px;"> <p>Section 1(c) is for OTHER PROVINCES ONLY; Prairie Provinces, skip to Section 1(d).</p> </div> <p>Notice the designations for lot and range or concession numbers are at the bottom of the column. The lot number will go in Column (a) and the range or concession number in Column (b), (c) or (d). Disregard the headings at the top of Columns (a) to (d); these are for use in the Prairie Provinces only. In Column (e), make the appropriate entry depending on whether the land is owned, rented or managed. If there is not enough room to list all the tracts of land, use the "Comments" section to list the balance.</p>
<p>(d) HQ - Column (a) - all provinces</p>	<div data-bbox="353 1032 848 1089" style="border: 1px solid black; padding: 5px;"> <p>For all provinces - have the trainees locate the "HQ" in the top line of Column (a), Question 4.</p> </div>

Points to cover	Procedure
	<p>The first parcel of land to be listed is the one on which the headquarters is located. Use the line which has the letters "HQ" in Column (a).</p> <p>The term "headquarters" is used to describe the land on which the operator's home is located. If the operator does not live on the holding, use the main buildings as the headquarters, or the main gate if there are no buildings.</p>
2. Ques. 5 - Total area of holding	<p>In Question 5, enter the total area of the holding. This figure must check with the total of the areas listed in Column (f) of Question 4. Remember that all land must be included that is operated, whether owned, rented or leased from others or managed, and regardless of whether the land is located in your E.A. or elsewhere.</p> <p>Do not include land owned by the operator but rented to someone else, or large areas of timber land or land used for other non-agricultural business.</p>
3. Ques. 6 - Tenure summary	<p>Please turn to Page 82, Section 143 of your Manual. ---- Will you please read this section, _____?</p> <p>* <u>"Report as owned:</u></p> <p>* (1) land that the operator or his wife holds under title, homestead law, purchase contract or as an heir or trustee of any individual estate;</p> <p>(2) land which is more or less permanently occupied by a squatter"</p> <p>_____, will you please read Section 144 of your Manual, regarding the areas to be reported as rented or leased from others?</p> <p>* <u>"Include areas:</u></p> <p>* (1) rented or leased from others on a cash basis;</p> <p>(2) worked on shares for others;</p> <p>(3) used rent free;</p> <p>(4) used under lease arrangement with Federal, Provincial or Municipal Governments.</p> <p><u>Do not include</u> land used under a <u>per head grazing permit or fee."</u></p>

Points to cover	Procedure
<p>4. Ques. 7 - Value of land and buildings</p>	<p>Now, will you take a minute to read Section 145 of your Manual.</p> <div data-bbox="336 235 830 278" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow a minute for this.</p> </div> <p><u>Ques.</u> How would you describe a hired manager, _____?</p> <p><u>Ans.</u> He is a person who receives a salary for operating the farm; he is responsible for the agricultural operations of the farm and makes the day-to-day decisions.</p> <p>In Questions 6(a), (b) and (c), report the total areas owned, rented or leased <u>from</u> others, and any areas managed for others. These totals should be checked with the acreages listed as owned, rented or managed in Column (e) of Question 4.</p> <p>In Question 7, report the operator's estimate of the market value of <u>all</u> land and buildings on the holding.</p> <p>Sometimes the operator may say he is unable to give an accurate estimate of present market value. However, with some persuasion, he will usually come up with a figure based on his knowledge of agricultural values in his district.</p> <p>The figure we want is the market value of the property when it is used for the production of agricultural products. Some farms located near cities could have a high real estate value if they were used for purposes other than farming. This is not the figure we want. If, however, this is the only figure the operator can supply, record it and give an explanation in the "Comments" section.</p> <p>Remember the value must cover the total area reported in Question 5 and all the farm buildings. It does not make any difference whether the operator owns the land or not, if he operates the land you are still to report the market value. Do not include the value of non-farm buildings, such as hospitals, stores, tourist cabins or the like.</p> <p>Finally, you must keep in mind that the value refers to the amount the operator would likely get if he was willing to sell to a person willing to buy. It is not what he would get - if forced to sell.</p> <div data-bbox="350 1112 844 1166" style="border: 1px solid black; padding: 5px;"> <p>Section 5(a) applies to Prairie Provinces only. Other provinces, skip to 5(b).</p> </div>



Points to cover	Procedure
(a) Prairie Provinces only	<p data-bbox="267 182 974 303">We will now discuss maps. Most of you have been supplied with a township plan in addition to your map. If you have such a plan, complete it as shown in the diagram on Page 78 of your Manual and return it with your completed questionnaires. In this way, you can make sure that you visited all the farms in your E.A. and it will also help me to check your work.</p> <p data-bbox="267 326 933 363">Will those who have a township plan, please take them out of your portfolios. ----</p> <p data-bbox="267 385 933 443">Now, will everyone please turn to Page 77 of your Manual and read Section 134. Note particularly the example shown of a township plan.</p> <div data-bbox="360 464 855 507" style="border: 1px solid black; padding: 5px; text-align: center;"> <p data-bbox="498 477 710 494">Allow several minutes for this.</p> </div> <p data-bbox="317 527 943 585"><u>Ques.</u> How do you mark agricultural areas located in your E.A. for which some other Enumerator is required to complete the Agriculture Questionnaire, _____?</p> <p data-bbox="317 589 961 606"><u>Ans.</u> Mark an "O" in each quarter or part of a quarter section.</p> <p data-bbox="317 629 943 665"><u>Ques.</u> How do you show non-agricultural areas such as lakes on your plan, _____?</p> <p data-bbox="317 669 933 706"><u>Ans.</u> By an "X" in each quarter section or part of a quarter section.</p> <p data-bbox="267 729 964 830">Remember that for each farm you enumerate you must draw in the boundaries of the farm on the township plan and enter the questionnaire number. If the farm consists of two or more separate tracts of land, draw in the boundaries of each separate tract and enter the questionnaire number within each set of boundaries.</p> <p data-bbox="317 852 974 869">Is everyone clear on how the township plan is to be marked? ----</p> <p data-bbox="267 892 923 929">Those who did not receive a township plan should follow the instructions on Page 79, Section 135 of your Manual.</p> <div data-bbox="370 984 866 1040" style="border: 1px solid black; padding: 5px;"> <p data-bbox="384 997 845 1027">Section 5(b) is for OTHER PROVINCES ONLY; Prairie Provinces, skip to Section 6.</p> </div>
(b) Other Provinces	

Points to cover	Procedure
6. Exercise C	<p>On your first day of training, you were given maps of your E.A.'s. You must show on these maps, each farm that you have enumerated. In this way, you can make sure that you visited all the farms in your E.A. and it will also help me to check your work.</p>
	<p>In areas where farms are more highly concentrated, an enlarged outline map for your E.A. will be found on the reverse side of the topographical map. If you have this enlarged outline map, enter the Agriculture Questionnaire Numbers on it. This larger map will enable you to more clearly mark the headquarters for each agricultural holding enumerated.</p>
	<p>Now, will you read Section 135 of your Manual. Note the example which illustrates how your map is to be marked.</p> <div data-bbox="336 504 833 544" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow several minutes for this.</p> </div>
	<p>It is very important that for each Agriculture Questionnaire completed, the Agriculture Questionnaire Number is entered on the map near the dwelling symbol of the holding.</p> <p><u>Ques.</u> What will you do if the farm dwelling is not shown on your map, _____?</p> <p><u>Ans.</u> Mark a small square in the approximate location of the dwelling and enter the Questionnaire Number beside it.</p> <p><u>Ques.</u> What will you do if there is no house on the holding, _____?</p> <p><u>Ans.</u> Make a triangle <math>\triangle</math> on the map at the appropriate location of the holding and enter the Agriculture Questionnaire Number beside it.</p>
	<p>Will you please turn to Page 3 of your Work Book and complete Exercise C.</p>

EXERCISE CTIME: 10:20 - 10:35

NOTE TO COMMISSIONER: Allow trainees 15 minutes to complete and correct Exercise C. Parts A of this Exercise are to be completed by the trainees in the Prairie Provinces, and Parts B are to be completed by the trainees in the Other Provinces.

Have them correct their own work from the answers given on Pages 13 and 14 of the Work Book. Assist any trainees who have difficulty answering the questions.

## XVIII - Questions 8 to 82

Points to cover	Procedure
1. Introduction	<p>Now, we will discuss Sections III, IV and V of the questionnaire. They deal with the various crops being grown on the holding.</p> <p>Occasionally you may enumerate a holding on which two or more crops are being grown on the same land, as in the case of double cropping or intercropping. For these, report the acreage of each crop the same as you would if each was being grown separately.</p>
2. Ques. 8 to 35 - Field Crops	<p>Look at Section III - Field Crops. ----</p> <p>Notice the heading at the top of the section which reads: "Area sown or to be sown for harvest in 1961".</p> <p>This is what we want - the total area of the various crops to be harvested <u>this year</u>, whether they are already planted at the time of your visit or intended to be planted later. For winter wheat and fall rye, record the acreage seeded last fall for harvest this year.</p> <p>In Question 11, record the acreage of oats grown for grain. ----</p> <p><u>Ques.</u> In what question will the acreage of oats cut for green feed, hay or ensilage be recorded, _____?</p> <p><u>Ans.</u> Question 23.</p> <p>Include in Questions 14 and 15 the area of rye grown for grain only. ---- Rye cut for hay will be included in Question 24. ---- Rye sown for pasture will be included in Question 74. ---- Rye to be ploughed under as green manure will be reported as summer fallow in Question 75. ----</p> <p><u>Ques.</u> In what questions will you record dry field peas and beans, _____?</p> <p><u>Ans.</u> Questions 17 and 18.</p> <p>Peas and beans grown for canning, freezing or for the fresh market are reported in Questions 58 and 66 of the Vegetable Section. ----</p> <p><u>Ques.</u> In what question will you record alfalfa and alfalfa mixtures cut or to be cut for hay, ensilage or seed, _____?</p> <p><u>Ans.</u> Question 21.</p> <p>In Question 22, report the area of all other grasses and clovers cut or to be cut for hay, ensilage or seed. These include varieties such as timothy, brome grass, crested wheat, sweet clover and mixtures of these, <u>but not wild hay</u>. When two or more cuttings of hay are taken - report the acreage only once. ----</p>

Points to cover	Procedure
<p>3. Ques. 36 to 55 - Fruits, greenhouses and nurseries</p>	<p><u>Ques.</u> Would you record a small patch of potatoes grown for home use, _____?</p> <p><u>Ans.</u> Yes.</p> <p><u>Ques.</u> In what question, _____?</p> <p><u>Ans.</u> Question 31.</p> <p>Will you please look at Section IV on your questionnaire. ---- Pay close attention to the skip instructions - follow them if applicable.</p> <p><u>Ques.</u> Read the heading above Question 36, _____.</p> <p><u>Ans.</u> Cultivated Small Fruits (Mainly for sale).</p> <p>If these products are not grown, or are grown but are <u>mostly</u> used for home consumption, mark an "X" in the "No" box.</p> <p><u>Ques.</u> How would you mark Question 41 if there are fewer than 25 fruit trees, _____?</p> <p><u>Ans.</u> With an "X" in the "No" box.</p> <p><u>Ques.</u> What would you do then?</p> <p><u>Ans.</u> Skip to Question 51.</p> <p>Remember, when you are completing this section, report <u>cultivated</u> fruits only. Also, do not report fruit trees which are definitely abandoned and worthless.</p> <p>If an operator is not sure of the acreage of a particular crop or of the number of fruit trees, use the Tables in the Appendix on Page 113 of your Manual. Will everyone please look at them now. ----</p> <div data-bbox="353 897 847 939" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow a moment for this.</p> </div> <p>Now, let us return to our Form 6. Look at Section V. ----</p> <p><u>Ques.</u> Read the title of this section, _____.</p> <p><u>Ans.</u> Vegetables grown for sale.</p> <p>As in the case of small fruits, the vegetables are to be reported only if they are grown <u>mainly for sale</u>.</p> <p>The note in Question 56 states that potatoes and turnips are to be excluded. These were reported in Questions 31 and 32 respectively. ----</p>
<p>4. Ques. 56 to 72 - Vegetables</p>	

Points to cover	Procedure
5. Ques. 73 to 79 - Section VI Use of Land	<p>Here are two additional points to remember for this section:</p>
	<p>(1) If vegetables are planted between rows of fruit trees, report both the area of the trees and vegetables as if they were grown separately.</p> <p>(2) If a piece of land is used for more than one crop of vegetables in the season - report the acreage of each separately.</p>
	<p>Remember to make a note in the "Comments" section of the questionnaire if these situations arise.</p>
	<p>Now, will you please look at Section VI on your Form 6. ----</p> <p>In Questions 73 to 78, you will record the acreages used for various purposes.</p> <p>It is important that each acre is counted only once in this section so that the total in Question 79 will be the same as the total area reported in Question 5. ----</p>
	<p>For example, if land is to be grazed after a crop of hay has been taken off, this area will be reported as cropland in Question 73 and not as improved land for pasture in Question 74. ----</p> <p>The entry in Question 73 must be the total of the acreages reported in Sections III, IV and V less any intercropping or double cropping. ----</p> <p><u>Ques.</u> In what question will the area of farm buildings, barnyards and home gardens be included, _____?</p> <p><u>Ans.</u> Question 76.</p> <p>Now, will you turn to Section 164 of your Manual. _____, will you please read this section.</p>
	<p>* <u>"Improved land for pasture or grazing (Question 74)"</u></p> <p>* Report all land which has been cultivated and seeded to pasture and is presently used for grazing purposes.</p> <p>Do not include:</p> <p>(1) land pastured after hay was or will be cut in 1961 (this must be included in Questions 21 or 22, and 73).</p> <p>(2) natural prairie or pasture land (this must be included in Question 78)."</p>

Points to cover	Procedure
<p>6. Ques. 80 to 82 - Unimproved pasture, new breaking and grass silage</p> <p>7. Exercises D and E</p>	<p>Will each of you please read through Sections 165 to 168 in your Manual. ----</p> <div data-bbox="339 233 832 279" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow time for trainees to read these sections.</p> </div> <p>In Section VII, on Form 6, you must ask each question for each holding. In Question 80, the entry cannot be greater than that shown in Question 78 because unimproved pasture is part of unimproved land. ----</p> <p>Grass silage in Question 82 refers to tame hays, alfalfa and clover. Grain mixtures, corn silage and prairie and marsh hay are <u>not</u> to be included. It will be necessary for the operator, in many instances, to give an estimate of the quantity of hay he intends to cut for ensilage because you will be calling on him before the hay crop has been cut.</p> <p>Will you please complete Exercises D and E on Pages 4 to 7 of your Work Book.</p>

EXERCISES D and ETIME: 11:00 - 11:30

**NOTE TO COMMISSIONER:** Allow the trainees 30 minutes to complete and correct Exercises D and E of the Work Book. Have them correct their own work from the answers given on Page 15 of the Work Book.

Assist only trainees who have difficulty with the questions.

## XIX - Questions 83 to 140

Points to cover	Procedure
1. Ques. 83 to 87 - Grain on hand	<div style="border: 1px solid black; padding: 5px;"> <p>Instructions on Questions 83 to 87 is to be given in the Prairie Provinces and British Columbia only. In the other provinces, explain that Section VIII of Form 6 is to be skipped; then, continue the instructions on Questions 88 to 99 in Section 2 below.</p> </div> <p>We shall continue with Section VIII - Grain on Hand.</p> <p>There are three rules to follow, when you are reporting <u>grain on hand</u>:</p> <ol style="list-style-type: none"> <li>(1) Include home grown <u>and</u> purchased grain on hand at June 1, whether it is whole, chopped, rolled or crushed.</li> <li>(2) Report the grain on the holding <u>regardless of ownership</u>; for example, include both the tenant's and landlord's share in the total.</li> <li>(3) Exclude prepared feeds such as chick starters, dairy rations and mill feeds which were purchased.</li> </ol> <p>Let us look at Section IX, Questions 88 to 99. ----</p> <p><u>Ques.</u> To what period do these questions refer, _____ ?</p> <p><u>Ans.</u> 1960; that is, last year's harvest.</p> <p>The quantities of forage seed are to be reported in <u>pounds</u> and not in bushels.</p> <p>In Section X, you must follow these rules:</p> <ol style="list-style-type: none"> <li>(1) Report all machines located on the holding on June 1, regardless of ownership. This includes machines owned in partnership.</li> <li>(2) Do not report old machines which are no longer used.</li> <li>(3) Report the present market value.</li> </ol> <p>You may sometimes have difficulty in obtaining the <u>market value</u> of the machinery; however, you should be able to get an estimate. This estimate should be based on the operator's knowledge of the current prices of used equipment such as the price paid at a recent auction sale. If this does not help, suggest that the operator estimate how much he would be willing to pay for a machine of the same make, age and condition.</p>
2. Ques. 88 to 99 - Forage seed harvested	
3. Ques. 100 to 113 - Machinery	

Points to cover	Procedure
4. Ques. 115 to 140 - Livestock, poultry and maple products	<p>Do not ask Question 113. Add up the values reported in Questions 100 to 112, then check the total with the operator. ----</p> <p>Now, please turn to Sections XI and XII on the back of your questionnaire. ----</p> <p>Here are two rules you must follow:</p> <ol style="list-style-type: none"> <li>(1) Report all livestock and poultry on the holding on June 1, regardless of ownership. This includes those pastured, or fed for others.</li> <li>(2) Make sure that the total equals the number reported by various ages and sexes. For example, the total of the animals reported in Questions 115(a) to 115(e) must equal the total recorded in Question 115.</li> </ol> <p><u>Ques.</u> Are the entries in Questions 116 and 117 to be included when checking the total number of cattle reported, _____?</p> <p><u>Ans.</u> No.</p> <p><u>Ques.</u> Why?</p> <p><u>Ans.</u> Because the animals reported in Questions 116 and 117 have already been reported in Questions 115(d) and (e). ----</p> <p>If you should encounter broiler production, livestock, poultry or egg contracts or maple products during enumeration, be sure to read the sections covering these subjects in your Manual.</p>
5. Exercise F	Please complete Exercise F on Page 8 in your Work Book.

## EXERCISE F

TIME: 11:40 - 11:50

NOTE TO COMMISSIONERS: Allow the trainees 10 minutes to complete and correct Exercise F of the Work Book. Have them correct their own work from the answers supplied on Page 16.



## XX - Questions 141 to 145

Points to cover	Procedure
1. Ques. 141 - Income	<p>We shall now continue with Section XVI.</p> <p><u>Ques.</u> Will you read Question 141 in Section XVI, _____?</p> <p><u>Ans.</u> Was the income that the operator and his family received from non-agricultural work and agricultural work off this holding greater than the amount received from the sale of agricultural products during the past 12 months? (Exclude income from investments.)</p> <p>In other words, which source provided the greater income for the operator and his family:</p> <p>(1) Work off the farm; or</p> <p>(2) Income from the sale of agricultural products.</p> <p>Make sure that you answer this question on each Form 6.</p>
2. Ques. 142 and 143 - Part-time work	<p><u>Ques.</u> Questions 142 and 143 apply to what person, _____?</p> <p><u>Ans.</u> The operator only.</p> <p>In Question 142, agricultural work includes ploughing, combining, etc., done for wages or on a custom basis, but it does not include exchange work such as helping a neighbour with haying.</p> <p>In Question 143, mark the type of work reported in Question 142.</p>
3. Ques. 144 and 145 - Agricultural labour	<p>Look at Section XVII. ----</p> <p><u>Ques.</u> For what period must you report the weeks worked, _____?</p> <p><u>Ans.</u> The past 12 months.</p> <p>The figure to be entered in this question is the total number of weeks worked by workers 15 years of age and over, but <u>excluding the operator</u>. For example, if 5 men worked 5 weeks - enter 25 in the appropriate space.</p> <p>You will recall that for Question 24 on the Population Form 2A, you were instructed to report the number of weeks in which some work was done even though it was not on a full-time basis. However, for Form 6, it is the <u>equivalent</u> number of weeks worked on a full-time basis that is to be reported. For example, if a person worked one day on a farm each week for a period of six weeks, the answer in Question 24 of the Population Form would be six weeks, whereas for Question 144 of the Agriculture Questionnaire the answer would be one week.</p>

Points to cover	Procedure
4. Exercise G	<p>For our purposes, a work week is 6 days or 48 hours.</p>
	<p>If you get an answer in days or hours - convert to the nearest whole week. Months will be converted to weeks by multiplying the number of months by 4 1/3.</p>
	<p>Will each of you please turn to Page 92 of your Enumeration Manual and read Section 191 which defines unpaid family workers. ----</p> <div data-bbox="342 404 837 454" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow several minutes for the trainees to read Section 191.</p> </div>
	<p><u>Ques.</u> If a person worked 4 hrs. a day for 12 days, how many weeks should be reported, _____?</p> <p><u>Ans.</u> 1 week (4 x 12 = 48 hours = 1 week).</p> <p><u>Ques.</u> Will persons under 15 years of age be reported, _____?</p> <p><u>Ans.</u> No.</p> <p><u>Ques.</u> Will the operator be reported, _____?</p> <p><u>Ans.</u> No, unless he is a paid farm manager.</p> <p><u>Ques.</u> Will persons doing only housework be reported, _____?</p> <p><u>Ans.</u> No.</p> <p>Will you turn to Page 9 of your Work Book and complete Exercise G.</p>

EXERCISE GTIME: 1:00 - 1:15

**NOTE TO COMMISSIONER:** Allow the trainees 15 minutes to complete and correct Exercise G on Page 9 of the Work Book. Have the trainees correct their own work from the answers on Page 16 of the Work Book.

## XXI - Questions 146 to 151

Points to cover	Procedure
<p>1. Ques. 146 to 150 - Milk production</p>	<p>Look at Section XVIII. ----</p> <div data-bbox="360 256 855 301" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow trainees a moment to read the questions in this section.</p> </div> <p><u>Ques.</u> For what period will you report milk production, _____ ?  <u>Ans.</u> For the month of May 1961.</p> <p>Note that there are two columns in this section: one column is for entering the quantity of the various types of dairy products produced, and the other column is for entering the milk equivalents of the original entries in terms of pounds of milk. The second column on equivalent pounds of milk is included to assist you in calculating total milk production for the month of May.</p>
<p>2. Quantity column</p>	<p>In the <u>first</u> column, the <u>quantity</u> must always be reported in the units indicated on the questionnaire.</p> <p>In Question 146, whole milk sold must be reported in gallons.</p> <p>In Question 147, cream sold may be reported in gallons of cream, in pounds of cream, or in pounds of butterfat, depending on which basis the operator sells the cream.</p> <p>In Question 148, butter made on this holding must be reported in pounds of butter.</p> <p>The entries in Question 149, milk and cream used in households, and in Question 150, whole milk fed to livestock, must be reported in gallons.</p> <p><u>For example:</u> If the operator reports the quantity of cream sold in terms of pounds of cream, you must enter the quantity in Question 147 in the space marked "(2) pounds of cream". If the operator reports the quantity of milk used in the household in quarts, you must first convert the amount to gallons (by dividing by 4) and then enter the resulting figure in Question 149 in the space marked "gallons of milk".</p>

Points to cover	Procedure
3. Milk equivalent column	<p><u>Ques.</u> If the operator reports in Question 149 that he uses 2 quarts of milk per day, how many gallons would you report for the month of May, _____?</p> <p><u>Ans.</u> 15 gallons (2 quarts of milk per day are equivalent to 1/2 gallon; this amount for 31 days equals approximately 15 gallons).</p>
	<p>The second column is provided as a means of arriving at the total production of milk. You must convert the quantities reported in the first column to equivalent pounds of milk. The Milk Equivalent Table has been printed on the questionnaire in order to assist you in making these conversions, if the operator does not know the actual milk equivalents.</p>
	<div style="border: 1px solid black; padding: 5px;"> <p>Point out the Milk Equivalent Table on the Agriculture Questionnaire and follow the instructions below which explain how to use it.</p> </div>
	<p>Enter only one figure in the "Milk Equivalent" column for each question, even if there is more than one entry in the "Quantity" column.</p>
	<p><u>For example:</u> Look at Question 146. ---- If there is an entry in Column 1 refer to the Milk Equivalent Table which shows that one gallon of milk weighs approximately 10 pounds. Multiply the entry in Column 1 by 10 and enter the result in Column 2.</p> <p>Look at Question 147. ---- If the cream was reported on a butterfat basis, enter the figure in the space in Column 1 marked "(3) pounds of butterfat". Using the Milk Equivalent Table you will convert this entry by multiplying by 30 and enter the resulting figure in Column 2. If the cream is reported in more than one unit, convert each unit and enter the total milk equivalent in Column 2.</p> <p><u>Ques.</u> 10 pounds of butterfat are equivalent to how many pounds of milk, _____?</p> <p><u>Ans.</u> 300 pounds of milk (10 x 30).</p>
	<p>In some cases the quantity of milk sold or used will be reported in pounds. In such cases, enter the figure in Column 2 and, of course, no entry is required in Column 1.</p>
	<p>For Questions 149 and 150, you may encounter some difficulty in getting the amounts of whole milk used in the farm households or fed to livestock during the month of May. The daily amounts used, particularly for milk fed to livestock, may vary considerably during the month. In some cases, a more accurate figure might be obtained</p>



## XXII - Questions 152 to 192

Points to cover	Procedure
1. Ques. 152 to 155 - Expenditures	<p>Let us look at Section XIX. ----</p> <p><u>Ques.</u> What period do these expenses cover, _____?</p> <p><u>Ans.</u> The past 12 months.</p> <p>If the operator wishes to report the expenses for the past calendar year from income tax records, he can, but you must note this in the "Comments" section.</p> <p>Will you take a moment and read Section 194 on Page 94 of your Manual.</p> <div data-bbox="350 459 844 504" style="border: 1px solid black; padding: 5px; text-align: center;">           Allow time for trainees to read this section.         </div> <p><u>Ques.</u> In Question 152, will you include taxes for rented property, _____?</p> <p><u>Ans.</u> No, only report taxes for agricultural property which the operator owns and operates.</p> <p>In Question 153, report the rent <u>charged</u> in 1960 for agricultural property which the operator now rents and operates.</p> <p>Show separately the rent paid on a cash basis and the rent paid on a share or in kind basis. Where rent is charged as a share of the produce grown on the farm, an estimate of the dollar value of this share rent is required. The produce should be valued at the price the operator could get if he was to sell it.</p> <p><u>Ques.</u> What items will be excluded from Question 154, _____?</p> <p><u>Ans.</u> The amount paid for housework, custom work and construction labour.</p> <p><u>Ques.</u> In Question 155, what expenses must you be sure to include for rented farms, _____?</p> <p><u>Ans.</u> Expenditures on feed and seed made for this holding by the landlord, as well as by the operator.</p> <p>Now, we will move on to Section XX. ---- If the operator shows any hesitancy about answering these questions, point out to him that the information is confidential. This is printed on the top of the questionnaire. ----</p> <p><u>Ques.</u> What period do these questions cover, _____?</p> <p><u>Ans.</u> The past 12 months.</p>
2. Ques. 156 to 180 - Value of agricultural products sold	

Points to cover	Procedure
	<p>If the operator wishes to report sales for the past calendar year based on his income tax report, this is permissible, but you must make a note of it in the "Comments" section.</p> <p><u>Ques.</u> Will you include the landlord's share of sales for tenant-operated farms, _____?</p> <p><u>Ans.</u> Yes.</p> <p>Similarly, if other persons share in the total sales, the total amount is to be reported. Be sure to include patronage dividends and government deficiency payments in the sales' value of the products sold. Government acreage payments are to be reported in Question 161.</p> <p>If there were no sales for the past 12 months because of crop failure, because the land was all in summer fallow in 1960, or because the holding is being operated for the first time in 1961, or for any other reason, make a note of this in the "Comments" section.</p>
<p>3. Ques. 181 and 182 - Mortgages or agreements for sale</p>	<p>Look at Section XXI of your Form 6. ----</p> <p><u>Ques.</u> What operators should answer Question 181, _____?</p> <p><u>Ans.</u> An operator who owns at least part of the land that he operates.</p>
<p>4. Ques. 183 and 184 - Irrigation</p>	<div data-bbox="362 692 854 759" style="border: 1px solid black; padding: 5px;"> <p>The following instructions in Section 4(a) apply to Ontario, Saskatchewan, Alberta and British Columbia only. Other provinces, skip to Section 4(b).</p> </div>
<p>(a) Instructions for Ont., Sask., Alta., and B.C. only</p>	<p><u>Ques.</u> What must you do if you get a "Yes" answer to Question 183, _____?</p> <p><u>Ans.</u> Answer Question 184 and complete an Irrigation Questionnaire, Form 8.</p> <p>Remember to ask Question 184 at all times, regardless of whether you get a "Yes" or "No" answer in Question 183.</p> <div data-bbox="367 987 865 1041" style="border: 1px solid black; padding: 5px;"> <p>Section 4(b) is for the Atlantic Provinces, Quebec and Manitoba only. Other provinces, skip to Section 5.</p> </div>

Points to cover	Procedure
(b) Instructions for Atlantic Provinces, Que. and Man. only	<p>You must obtain answers for both Questions 183 and 184. Note that the Irrigation Questionnaire, Form 8, does <u>not</u> have to be completed in the Atlantic Provinces, Quebec and Manitoba.</p>
5. Ques. 185 and 186 - Forest Products and Fires	<div data-bbox="344 333 840 377" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>This section applies to all provinces.</p> </div>
6. Reviewing the Agriculture Questionnaire	<p>Section XXIII - Forest Products and Forest Fires will be covered in our discussion on the Woodland Questionnaire - Form 9.</p> <p>Before signing the Enumerator's Record and completing the interview, you must check the questionnaire. Reviewing the questionnaire is very important; and it will help to avoid delays in your receiving payment for work done. The review instructions are outlined in the Appendix of your Manual, Page 110. Study them carefully, using an Agriculture Questionnaire for reference.</p>
7. Special types of agricultural holdings	<p>Will you please turn to the Table of Contents of your Manual. ----</p> <p>Check off the Section Numbers for Partnerships and for Institutional farms (Sections 125 and 129). ---- Many of you will encounter these types of agricultural holdings during your enumeration. When you do come across such holdings, refer to the instructions in your Manual. Special instructions are also included for Hutterite Colonies, Community Pastures, Indian Reservations and Apiaries. Refer to these instructions whenever you encounter one of these special types of holdings.</p>



## XXIII - Forms 17 and 18

Points to cover	Procedure
<p>1. Specified Farm Card (Form 17)</p>	<div data-bbox="353 229 848 301" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><p>If you have no Specified Form Cards (Form 17) for farms in your district, skip to Section 2. (In such a case you will not have a Form 16.)</p></div> <p>Now, the next form we will discuss is the Specified Farm Card, Form 17. Will you please find a copy in your portfolio. ----</p> <p>You will receive one of these cards for each farm in your area that reported a relatively large scale of operations in at least one type of production in the 1956 Census. They will show the name and address of the operator in 1956 and, in most cases, the headquarters location. These cards are also provided for Institutional farms.</p> <p>When you have completed the Form 6 for a farm for which there is a Specified Farm Card, you must enter the Agriculture Questionnaire Number in the space on Form 17 provided for 1961 Census data - Item 3.</p> <p><u>Ques.</u> What will you do if the present operator is not the same as in 1956, _____?</p> <p><u>Ans.</u> Write in the name and address of the new operator in Item 4.</p> <p>For many of the specified farms, the headquarters location of the farm has been entered on the Specified Farm Card, Form 17. This information is based on the report made in the 1956 Census and may not always be accurate. If you do find the headquarters location to be in error, correct it on Form 17. Also, if it should happen that you receive a Specified Farm Card for a farm which is <u>not</u> located in your E.A., be sure to bring such cases to my attention.</p> <p>If there are Specified Farm Cards for your E.A., you should read Section 118 of your Manual.</p> <div data-bbox="363 962 858 1033" style="border: 1px solid black; padding: 5px; margin-top: 10px;"><p>At this time distribute the Specified Form Cards to the appropriate Enumerators. These cards correspond to the list of specified farms supplied to you on Form 16.</p></div>

Points to cover	Procedure
2. Envelope for Agriculture Forms (Form 18)	<p data-bbox="253 189 964 270">When you have completed and checked a Form 6 during your enumeration - place it in the brown envelope labelled Envelope for Agriculture Forms, also known as Form 18. This is the envelope in which the questionnaires were packed.</p> <div data-bbox="440 303 752 319" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Display your copy of the envelope - Form 18.</p> </div> <p data-bbox="253 356 964 413">Keep the questionnaires in numerical order, using additional envelopes if necessary, and be sure to enter the information required on the front of each envelope.</p> <p data-bbox="253 438 943 518">Any Forms 7 that you use should be placed in the last of the Form 18 envelopes used for completed questionnaires. Any Specified Farm Cards, Form 17, that you have are also to be placed in this envelope.</p> <p data-bbox="253 542 933 583">Completed Irrigation and Woodland Questionnaires will be kept in their respective envelopes, Forms 19 and 21.</p>
3. Listing of Non-Resident Operators (Form 51A)	<p data-bbox="253 607 964 706">During our discussion of the enumeration of non-resident farms, mention was made that in some areas an extra payment would be made if you had to travel outside your E.A. to locate the operator. To claim this extra payment, you must complete Form 51A. Please get Forms 51 and 51A from your portfolio. ----</p> <div data-bbox="363 740 824 796" style="border: 1px solid black; padding: 5px;"> <p>If the Enumerators ask what the amount of extra payment is, refer them to Item 7 of Form 51 which states that \$1.00 extra will be paid for each questionnaire completed in Type A, B, C and D areas. In Type E areas, the normal rate for time and mileage will be paid.</p> </div> <p data-bbox="253 830 954 888">Look at Item 7 on Form 51. ---- This is where you enter the number of Forms 6 completed for non-resident farms for which you are claiming the extra payment.</p> <p data-bbox="253 912 974 1033">Now, look at Form 51A. ---- You are required to list on Form 51A, the name and address of each non-resident operator for whom you had to make a trip outside your E.A. to contact. The mileage from your E.A. boundary to the operator's place of residence and the Agriculture Questionnaire Number of the Form 6 completed are also to be entered on Form 51A.</p> <p data-bbox="253 1057 969 1115">Remember that the number of operators listed on Form 51A must correspond with the number of Forms 6 for which you are claiming extra payment in Item 7 of Form 51.</p> <p data-bbox="253 1139 964 1239">Make your entries on Form 51A immediately after completing the Form 6 for the non-resident operator for whom you are claiming extra payment. If you do not make the entries on this Form until you have completed the enumeration of your total E.A., you may have difficulty recalling the necessary information.</p>

## XXIV - Irrigation Questionnaire (Form 8)

(For the Provinces of Ontario, Saskatchewan, Alberta  
and British Columbia only)

Points to cover	Procedure
1. Introduction	The next topic of discussion is the Irrigation Questionnaire, Form 8. Let us find out when we are to complete it.
2. When to complete	<p>Will you look at the Irrigation Section - Section XXII - on Form 6. ----</p> <p><u>Ques.</u> What entry tells you when to complete an Irrigation Questionnaire, _____?</p> <p><u>Ans.</u> A "Yes" entry in Question 183.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Display your copy of Irrigation Questionnaire.</div> <p>This is an Irrigation Questionnaire.</p>
3. How to complete	<p>Please find your copy and refer to it while we answer some questions. ----</p> <p><u>Ques.</u> Where do you place the Questionnaire Number on Form 8, _____?</p> <p><u>Ans.</u> In the top left-hand corner.</p> <p>This is to be the same number as the Agriculture Questionnaire Number on the Form 6 completed for the same holding.</p> <p>You will print the name and address of the operator in Question 1.</p> <p>Look at the note above Question 1. ----</p> <p><u>Ques.</u> A farm has an irrigation system used <u>exclusively</u> for home gardens. Would you complete a Form 8 for this farm, _____?</p> <p><u>Ans.</u> No.</p> <p><u>Ques.</u> When will you complete Question 3, _____?</p> <p><u>Ans.</u> If the source of water is an irrigation company or other organization.</p> <p>You will know that Question 3 will have to be answered if you mark an "X" in the first box in Question 2.</p> <p>Question 4 will be completed by transferring the entry made in Question 5 on your Agriculture Questionnaire, Form 6.</p>

Points to cover	Procedure
	<p><u>Ques.</u> For what year are the acreages to be reported in Questions 6 to 26, _____?</p> <p><u>Ans.</u> 1960.</p> <p>Remember to report each irrigated acre only once even though it may have been irrigated more than once, or more than one crop was harvested from it.</p> <p>You will add up all the entries in Questions 6 to 24 to make sure that the total reported in Question 25 is correct.</p> <p>Question 26 asks for the area irrigated by a sprinkler system and Question 27 asks whether the operator purchased custom irrigation in 1960.</p> <p>Be sure and complete the "Enumerator's Record" section at the bottom of Form 8 when all the questions have been answered.</p> <p>An example of how this form is to be completed is found on Page 26 of your Agriculture Work Book. Take a few minutes to look at it. ----</p> <div data-bbox="342 639 837 682" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow several minutes for this.</p> </div> <p>Are there any questions on any of these entries? ----</p>

**Enum.:** I will now complete the Agriculture Questionnaire. First of all, what is the name and the address of the operator, that is, the person in charge of this holding - owner, tenant, or hired manager? (Q. 1)

In the Atlantic Provinces, Quebec, Ontario and British Columbia, give postal address as Ottawa, Ontario, R.R. 1. In the three Prairie Provinces give postal address as Hortland, Saskatchewan, R.R. 1.

**Enum.:** How many months did you (the operator) live on this holding during the past 12 months? (Q. 2)

**Resp.:** Well, I live here all the time. I take the occasional trip but this is only for a week or so.

**Enum.:** Age of the operator at last birthday? (0, 3)

You should point out that this question has already been asked on Form 2A and the entry can be made without repeating the question.

Points to cover	Procedure
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**Enum.:** Location of holding? I have to list each lot, section or part separately and must include all land operated in this enumeration area or elsewhere, whether owned, rented or leased from others, or managed. (Q. 4)

**Resp.:**

In the Prairie Provinces, give location of land in terms of section, township and range. In the Atlantic Provinces, Quebec, Ontario and British Columbia give location of land in terms of lot and concession.

**Prairie Provinces:** We have 100 acres on the southwest quarter of Section 10, Township 33, Range 18, West of the 2nd Meridian; this is the land on which the farm buildings are located.

**Other Provinces:** We have 100 acres on Lot 7, Concession 24; this is the lot on which our farm buildings are located.

**Enum.:** Do you own this land, rent or lease it from others, or manage it for others? (Q. 4)

**Resp.:** **Prairie Provinces:** I own it. I rent 160 acres on the northwest quarter of Section 10, Township 33, Range 18, West 2nd and also rent 40 acres on the northeast quarter of Section 9, Township 33, Range 18, West 2nd.

**Other Provinces:** I own it. I rent 100 acres on Lot 9, Concession 24, and also rent an additional 100 acres on Lot 3, Concession 25.

**Enum.:** Do you operate any other land, here or elsewhere? (Q. 4)

**Resp.:** No. That is all the land I operate.

At this point, explain that the entries for Questions 5 and 6 are a summary of the entries in Question 4.

**Enum.:** What is the total area of all land you operate? (Q. 5)

**Resp.:** The total area that I operate is 300 acres.

**Enum.:** What is the area owned? Exclude land you rent to others. (Q. 6 a)

**Resp.:** 100 acres.

Remind the trainees that the note "exclude land you rent to others" must be read along with the question.

**Enum.:** Area rented or leased from others? Include land worked by you on shares. (Q. 6 b)

**Resp.:** As I said before, 200 acres.

**Enum.:** Area operated for others as a hired manager? (Q. 6 c)

**Resp.:** None.

Points to cover	Procedure
3. Explanation for Ques. 5 and 6	<p>I might mention here that once you become more familiar with the questionnaire, then Questions 5 and 6 can be handled a little differently. For example, after all the parcels of land have been listed in Question 4, you may handle Question 5 by saying to the respondent: "Based on the figures you have given me, you operate a total of 300 acres. Is this correct?"</p> <p>Similarly, for Question 6, you may say something along this line: "Now of this total, you indicated you owned 100 acres and rented 200 acres. Is this the correct breakdown?" It probably would be advisable to still ask Question 6(c) - Area operated for others as a hired manager. In answering Questions 4, 5 and 6 make sure that it is clear to the respondent that land owned, but rented to others, is not to be included. Continue with the interview please.</p>

**Enum.:** What is your estimate of the present market value of the land and buildings on this holding? Include value of the land and buildings rented from others. (Q. 7)

**Resp.:** About \$14,000.

4. Explanation for Ques. 7

Note here that we do not want the assessed value in this question. The figure we require is the estimated current market value of all agricultural buildings and land operated, whether owned, rented or managed. The value reported should be the market value for the property when used for agricultural purposes.

5. Ques. 8 to 35

Change Enumerator.

Mr. \_\_\_\_\_, will you please continue by asking Questions 8 to 35?

If the "Enumerator" reads Question 8 without reading the heading, stop him and explain that the heading must be read before the individual questions are asked.

Points to cover	Procedure
Enum.: Now for some information on your field crops, Mr. Martin. What is the area sown or to be sown for harvest in 1961 for each crop. First of all, spring wheat? (Q. 8)	
Resp.: I have no wheat of any kind.	
Enum.: Oats for grain? (Q. 11)	
Resp.: 20 acres.	
Enum.: Barley? (Q. 12)	
Resp.: 10 acres.	
Enum.: Mixed grains; that is, two or more grains sown together? (Q. 13)	
Resp.: 15 acres of oats and barley mixed.	
Enum.: Fall rye for grain? (Q. 14)	
Resp.: No rye of any kind.	
Enum.: Buckwheat? (Q. 16)	
Resp.: Yes, I have 3 acres.	
Enum.: Dry field peas? Exclude canning peas. (Q. 17)	
Resp.: No peas of any kind, except in the garden.	
Enum.: Dry field beans? (Q. 18)	
Resp.: None.	
Enum.: Corn for grain? Exclude sweet and canning corn and corn for ensilage or fodder. (Q. 19)	
Resp.: No, the only corn I have is 3 acres for the silo.	
Enum.: Now, hay and fodder crops. Corn for ensilage or fodder - you said you have 3 acres that you intend to put in the silo? (Q. 20)	
Resp.: Yes, 3 acres.	
Enum.: Alfalfa and alfalfa mixtures cut or to be cut for hay, ensilage or seed? (Q. 21)	
Resp.: 7 acres of grass-alfalfa mixture.	
Enum.: All other tame hay cut or to be cut for hay, ensilage or seed? Exclude alfalfa and alfalfa mixtures. (Q. 22)	
Resp.: We have 83 acres of tame hay, all timothy and clover.	
Enum.: Oats to be cut for green feed, hay or ensilage? (Q. 23)	
Resp.: None.	
Enum.: Other fodder crops? - To be cut for grain hay, green feed, or ensilage. (Q. 24)	
Resp.: None.	
Enum.: Now, for oilseed crops, Mr. Martin. Any flaxseed? (Q. 25)	
Resp.: We have no oilseed crops of any kind.	



Points to cover	Procedure
6. Explanation for Ques 26 to 30	In this case, you may be tempted to skip Questions 26 to 30 without checking. It is a good idea to confirm this by a question something like this. "So I can now skip soybeans for beans, sunflowers for seed, rapeseed, mustard seed and safflower?" Use this same procedure if similar cases occur during an interview.

Enum.: How about potatoes for home use or for sale? I have to report the area to the nearest tenth acre. (Q. 31)

Resp.: Just a few hills in the garden. Do you have to report such small amounts?

Enum.: Yes, I have to report all plantings, including very small areas. - Do you have turnips, swedes and mangels? I have to list separately the area for livestock feed and for table use. Exclude those grown in the home garden. (Q. 32)

Resp.: We have half an acre of turnips. I hope to sell part of them as table turnips.

Enum.: What portion of the amount grown on the half acre do you think will be sold as table turnips?

Resp.: Possibly half of them. Maybe less.

Instruct trainees to split 5/10 acre of turnips into 3/10 acre for "Livestock feed" and 2/10 for "Table use".

Enum.: How many acres of tobacco do you grow? (Q. 33)

Resp.: No tobacco.

Enum.: Sugar beets for sugar? (Q. 34)

Resp.: None.

Enum.: Any other field crops that were not mentioned above, such as flax for fibre, hops, etc.? (Q. 35)

Resp.: No, we have covered all my field crops.

7. Ques. 73 to 78	Will everyone please enter "No" answers in Questions 36, 41, 51 and 56. ----
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Change Enumerator.

Mr. \_\_\_\_\_, will you please continue by asking Questions 73 to 78?

Points to cover	Procedure
<p><b>Enum.:</b> Now, I want some information on the use of land in 1961. First, what is the area of cropland sown or to be sown for harvest in 1961? (Q. 73)</p> <p><b>Resp.:</b> There should be 142 acres.</p>	
<p>8. Interrupt interview for question</p>	<div data-bbox="339 323 835 366" style="border: 1px solid black; padding: 5px; text-align: center;">           Interrupt the interview to ask the following question.         </div> <p><u>Ques.</u> When you have asked the respondent Question 73, what must you do, _____?</p> <p><u>Ans.</u> Check the answer given with the total of the entries in Questions 8 to 35, 37 to 40, 42, 52 to 55 and 57 to 72, less any double cropping.</p>

**Enum.:** Now, what is the total acreage of improved land for pasture or grazing? Exclude area to be cut this year for hay, ensilage or seed. (Q. 74)

**Resp.:** About 80 acres.

**Enum.:** Summer fallow? (Q. 75)

**Resp.:** None.

**Enum.:** Other improved land. Area in barnyards, lanes, home garden, improved idle land, etc.? (Q. 76)

**Resp.:** Three acres.

**Enum.:** Woodland such as woodlots, sugar bush, treed-wind breaks, cut-over land, etc.? (Q. 77)

**Resp.:** Fifty-five acres.

**Enum.:** Other unimproved land. Unimproved hay land, native pasture, sloughs, marshes, etc.? (Q. 78)

**Resp.:** I would say about 20 acres.

Points to cover	Procedure
<p>9. Interrupt interview for question</p>	<div data-bbox="339 1045 835 1088" style="border: 1px solid black; padding: 5px; text-align: center;">           Interrupt the interview to ask the following question.         </div> <p><u>Ques.</u> The entry in Question 79 must agree with what other entry, _____?</p> <p><u>Ans.</u> The entry in Question 5.</p>

Points to cover	Procedure
10. Ques. 100 to 114	<p>Will everyone please mark the "None" boxes in Questions 80, 81 and 82 ----, and enter "No" answers in Questions 83 and 88. ----</p> <div data-bbox="350 243 844 286" style="border: 1px solid black; padding: 5px; text-align: center;">Change Enumerator.</div> <p>Mr. _____, will you continue by asking Questions 100 to 114?</p>

**Enum.:** The next several questions deal with machinery and electric power. State the number and present market value of the following machines on this holding on June 1, 1961, regardless of ownership. How many automobiles were on this holding on June 1, and what was their value? (Q. 100)

**Resp.:** What do you mean by "value"?

**Enum.:** I mean the amount you could get for the automobile if you were willing to sell and there was a willing buyer.

If the trainee has difficulty with this question, explain that the value of machinery for Census purposes is the present market value, such as the price that could be expected at an auction sale, or the amount the farmer would be willing to pay for the machine if he was buying one of the same make, age and condition.

**Resp.:** We have one car, valued at about \$1,200.

**Enum.:** Motor trucks? (Q. 101)

**Resp.:** We have one half-ton truck. Value \$2,250.

**Enum.:** Tractors? Exclude garden tractors. (Q. 102)

**Resp.:** One tractor. Not more than \$800.

**Enum.:** Do you have a grain combine, either self-propelled or other? (Q. 103)

**Resp.:** No grain combine.

**Enum.:** Grain binders? (Q. 104)

**Resp.:** One binder worth about \$150.

**Enum.:**

Prairie Provinces  
and  
British Columbia

Swathers? (Q. 105)

**Resp.:** None.

Points to cover	Procedure
Enum.: Threshing machines? (Q. 106)	
Resp.: None.	
Enum.: Pick-up hay balers? (Q. 107)	
Resp.: One.	
Enum.: The estimated market value?	
Resp.: \$900.	
Enum.: Forage crop harvesters? (Q. 108)	
Resp.: None.	
Enum.: Electric motors? Report only those 1/3 horsepower and over. (Q. 109)	
Resp.: One. \$100 value.	
Enum.: Milking machines? (Q. 110)	
Resp.: Yes, we have one. Its value would be about \$150.	
Enum.: Electric milk cooler? (Q. 111)	
Resp.: None.	
Enum.: What is the value of all other machinery and equipment? (Q. 112)	
Resp.: You asked about almost everything except the plow, mower and small equipment. If you put \$500 for everything else we have, it will be a fair estimate.	
<div data-bbox="314 798 801 892" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Stop the trainee if he attempts to ask Question 113, "Total value." Explain that he should add the values reported for each individual item in Questions 100 to 112 and then check the total with the respondent. It is difficult for an operator to know the total value of his machinery without breaking it down into individual items.</p> </div>	
Enum.: Now, I will add all the values for the various machines to get a total value figure for all machinery. I get a figure of \$6,050, how does that sound to you?	
Resp.: Pretty close, I think.	
Enum.: What is the source of electric power on this holding? (Q. 114)	
Resp.: We have the hydro power line here.	

Change Enumerator.

11. Ques. 115 to 119

Mr. \_\_\_\_\_, will you continue by asking Questions 115 to 119?

## Points to cover

## Procedure

**Enum.:** The next section deals with livestock on your holding as of June 1 this year. Include livestock on the holding which are being pastured or fed for others; also, include animals owned by you which are being kept on community pastures. What was the total number of cattle and calves on this holding? (Q. 115)

**Resp.:** Let's see now: there are 26 head on pasture and 5 head in the barn which makes a total of 31 head.

**Enum.:** Calves under 1 year? (Q. 115 a)

**Resp.:** Six.

**Enum.:** Steers, 1 year and over? (Q. 115 b)

**Resp.:** Two.

**Enum.:** Bulls, 1 year and over? (Q. 115 c)

**Resp.:** None.

**Enum.:** Heifers, 1 year and under 2? (Q. 115 d)

**Resp.:** Six.

**Enum.:** Cows and heifers, 2 years and over? (Q. 115 e)

**Resp.:** Seventeen.

12. Interrupt  
interview  
for question

Interrupt the interview and ask the following question.

Ques. The entry in Question 115 must check with the total of what other entries, \_\_\_\_\_?

Ans. The total of the entries in Questions 115(a) to 115(e).

**Enum.:** How many are heifers, 1 year and under 2, being raised mainly for milk production? (Q. 116)

**Resp.:** All 6.

**Enum.:** How many are cows and heifers, 2 years and over, milking or to be milked? (Q. 117)

**Resp.:** All 17.

**Enum.:** How many cows and heifers were milked on this farm yesterday? (Q. 118)

**Resp.:** Sixteen.

**Enum.:** How many pounds of milk were produced yesterday? (Q. 119)

**Resp.:** Oh - approximately 450-460 pounds.

Trainees will enter 455 pounds.

Points to cover	Procedure
13. Ques. 141 to 145	<p>Will everyone please mark the "None" boxes in Questions 120, 122, 123, 124, 125, 127, 128, and 129. ---- Also, enter "No" answers in Questions 130, 133, 136, and 137. ----</p> <div data-bbox="340 274 837 321" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Change Enumerator.</p> </div> <p>Mr. _____, will you continue by asking Questions 141 to 145?</p>

**Enum.:** The next section deals with part-time work during the past 12 months. Was the income that the operator and his family received from non-agricultural work and agricultural work off this holding greater than the amount received from the sale of agricultural products during the past 12 months? Exclude income from investments. (Q. 141)

**Resp.:** Oh, no. Most of my income was received from the sale of agricultural products.

Check that trainees have marked "No" in Question 141.

**Enum.:** Days operator worked at non-agricultural work and at agricultural work off this holding during the past 12 months? Do not include exchange work. (Q. 142)

**Resp.:** About 40 days.

**Enum.:** Kind of part-time work? What was the type of work you were doing for these 40 days? (Q. 143)

**Resp.:** I worked with the snow removal crew on the highway, operating a snowplough.

Check that trainees enter "snowplough operator" in the space provided in Question 143.

**Enum.:** Now, for agricultural labour. Report only those workers 15 years of age and over and exclude the operator. I want the number of weeks worked during the past 12 months on this holding, excluding housework. First, by paid workers, male and female separately. (Q. 144 a)

**Resp.:** We had a man for 3 months last fall.

Trainees will enter 13 weeks.

**Enum.:** Weeks worked by unpaid family workers? Exclude operator. (Q. 144 b)

**Resp.:** My son works with me all the time. He is 19 years of age.

Points to cover	Procedure
<p><b>Enum.:</b> This means 52 weeks for male unpaid family labour. How many weeks for female labour? (Q. 144 b)</p> <p><b>Resp.:</b> None.</p> <p><b>Enum.:</b> How many paid agricultural workers do you employ on a year-round basis? Exclude housework. (Q. 145)</p> <p><b>Resp.:</b> None.</p>	
<p>14. Ques. 146 to 151</p>	<div data-bbox="356 370 850 413" style="border: 1px solid black; text-align: center; padding: 5px;">Change Enumerator.</div> <p>Mr. _____, will you continue by asking Questions 146 to 151?</p>

**Enum.:** I would now like to obtain figures on the production of whole milk in May. How much whole milk was sold in May, 1961? Include milk sold to dairy, factory or direct to consumers. (Q. 146)

**Resp.:** Let me see ..... 690 gallons.

**Enum.:** Cream sold? (Q. 147)

**Resp.:** 600 pounds of cream.

**Enum.:** Butter made on this holding? (Q. 148)

**Resp.:** No, we buy what butter we need.

**Enum.:** Milk and cream used in households during the month of May? (Q. 149)

**Resp.:** We use approximately 2 quarts of milk each day.

**Enum.:** That makes 15 gallons of milk in May, doesn't it?

**Resp.:** Something like that.

**Enum.:** Whole milk fed to livestock? Do not include skim milk. (Q. 150)

**Resp.:** Two gallons per day.

**Enum.:** What was the total whole milk produced in May? (Q. 151)

**Resp.:** Oh, I'd say about 14,000 pounds.

**Enum.:** Based on the figures you gave me for milk and cream sold and used on the agricultural holding, I get a total production figure of 13,650 pounds. How does this sound to you?

**Resp.:** Your addition probably gives a better figure.

Stop the trainee if he does not make this check. Explain that the entry in Question 151 must be checked with the sum of the entries in Questions 146 to 150 (milk equivalent column).

Change Enumerator.

Points to cover	Procedure
15. Ques. 152 to 155	Mr. _____, will you ask Questions 152 to 155?

**Enum.:** Now, expenditures during the past 12 months. What taxes were levied during the past 12 months on agricultural property now owned and operated by you whether paid or not? (Q. 152)

**Resp.:** \$180.25

Remind the trainees to report to the nearest dollar; do not enter cents.

**Enum.:** Rent paid for all agricultural property now operated by you. First, rent paid on a cash basis? (Q. 153 a)

**Resp.:** \$250.

**Enum.:** Rent paid on a share or kind basis? (Q. 153 b)

**Resp.:** None.

**Enum.:** Cash wages paid to hired agricultural labour? Exclude amount paid for housework, custom work and construction labour. (Q. 154)

**Resp.:** The hired man received \$150 monthly or a total of \$450 for the 3 months he was hired.

**Enum.:** Feed and seed purchases? Include expenditures made for this holding by the landlord. (Q. 155)

**Resp.:** Oh - I bought about \$1,500 worth of feed and the landlord bought \$100 worth of seed grain.

16. Ques. 156 to 165	<div data-bbox="350 857 844 934"> <p>Make sure the trainees enter \$1,600 for Question 155. Change Enumerator.</p> </div> <p>Mr. _____, will you ask Questions 156 to 165?</p>
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**Enum.:** The next section deals with the value of agricultural products sold during the past 12 months. Report deficiency payments as sales' revenue for the particular products involved. Also, include the landlord's share of products sold. First, did you sell any wheat - spring, durum or winter wheat? Include Canadian Wheat Board Payments and patronage dividends. (Q. 156)

**Resp.:** We did not sell any wheat during the past 12 months.



Points to cover	Procedure
Enum.: Other cash grains – oats, barley, mixed grains, rye, buckwheat, dry field peas and beans, corn for grain? (Q. 157)	
Resp.: I received a total of \$225 for some oats I sold.	
Enum.: Oilseed crops – flax, soybeans, sunflowers, rape, mustard, safflower? (Q. 158)	
Resp.: None sold.	
Enum.: Hay and fodder crops, including forage crop seed? (Q. 159)	
Resp.: No hay or fodder crops or seeds were sold.	
Enum.: Potatoes, roots, tobacco, sugar beets and other field crops? (Q. 160)	
Resp.: About \$50 in all for potatoes and roots.	
Enum.: Other receipts such as PFAA payments, crop insurance, etc., received during the past 12 months? (Q. 161)	
Resp.: None.	<div data-bbox="305 577 802 638" style="border: 1px solid black; padding: 5px;"> <b>PRAIRIE PROVINCES:</b> Mention here that acreage payments must be reported in Question 161.         </div>
Enum.: Vegetables and vegetable seeds? Exclude potatoes and turnips. (Q. 162)	
Resp.: None.	
Enum.: Did you sell any tree fruits? (Q. 163)	
Resp.: No.	
Enum.: Grapes, berries and other small cultivated fruits? (Q. 164)	
Resp.: None.	
Enum.: Greenhouse and nursery products, cut flowers, dry bulbs, and mushrooms? (Q. 165)	
Resp.: None.	
17. Ques. 166 to 180	<div data-bbox="362 1021 859 1068" style="border: 1px solid black; padding: 5px; text-align: center;">           Change Enumerator.         </div> <p>Mr. _____, will you continue by asking Questions 166 to 169?</p>
Enum.: We will now enumerate livestock and poultry sold alive or slaughtered for sale. Report both number and value. Calves under one year sold during the past 12 months? (Q. 166 a)	
Resp.: Nine calves were sold for \$450.	

Points to cover	Procedure
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**Enum.:** Other cattle one year and over? (Q. 166 b)

**Resp.:** Seven animals sold for \$1,200.

**Enum.:** Pigs, first, weanling pigs? (Q. 167 a)

**Resp.:** None.

**Enum.:** Any other pigs? (Q. 167 b)

**Resp.:** Yes, I sold 33 pigs for \$1,300.

**Enum.:** Sheep and lambs? (Q. 168)

**Resp.:** None.

**Enum.:** Horses? All ages. (Q. 169)

**Resp.:** I sold one for \$100.

**Change Enumerator.**

In order to save time we will skip Questions 170 to 180.

18. Ques. 181 to  
186

Mr. \_\_\_\_\_, will you end the interview by asking  
Questions 181 to 186?

**Enum.:** The next section deals with Mortgages and Agreements for Sale. Is there a mortgage or agreement for sale debt on any part of the agricultural property that you own? (Q. 181)

**Resp.:** No.

**Enum.:** Have you a crop irrigation system of any kind on this holding? Include purchase of custom irrigation in 1960; exclude systems used only for home gardens. (Q. 183)

**Resp.:** No, I don't irrigate any of my land.

**Enum.:** Area irrigated in 1960? (Q. 184)

**Resp.:** None.

Point out that Question 183 must be asked in all provinces. Also, mention that it is only in the provinces of Ontario, Saskatchewan, Alberta and British Columbia that a Form 8 Irrigation Questionnaire has to be completed if there is a "Yes" answer in Question 183.

Points to cover	Procedure
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**Enum.:** Now, for forest products. Were any wood products from this holding cut or sold or used during the past 12 months? (Q. 185)

**Resp.:** Yes, I used some fuel wood and fence posts that I cut in the wood lot; I also sold some logs.

**Enum.:** Have there been any fires on the woodland of this holding during the past five years? (Q. 186)

**Resp.:** Yes, I had a small fire two years ago.

#### 19. Summing up

We will end the interview here. Ordinarily, you would also complete a Woodland Questionnaire (Form 9) for this holding. You will receive instructions on this form later.

During actual enumeration, you will also complete the Enumerator's Record, sign it and then mark the location of the farm on the E.A. map or township plan.

Also, remember to ask the respondent about the location of neighbours. This will help to assure complete coverage of your E.A.

Would you please check your entries for this practice interview at home before you begin your enumeration. The correct entries are shown on Pages 22 to 25 of your Work Book. We will not take time to correct your work now.

## XXVI - Woodland Questionnaire - Form 9

Points to cover	Procedure
1. Introduction	The next form to be completed is the Woodland Questionnaire, Form 9. Before we look at it, let us see when it is to be completed.
2. When completed	<p>To do this, you must refer to your Agriculture Questionnaire - Form 6 - Questions 185 and 186. Will everyone please turn to these questions on Form 6. ----</p> <p><u>Ques.</u> When will you complete a Woodland Questionnaire, _____?</p> <p><u>Ans.</u> If there is a "Yes" answer to either Questions 185 or 186.</p> <p>Note particularly that this questionnaire is completed only for holdings requiring the completion of an Agriculture Questionnaire.</p> <div data-bbox="363 498 857 548" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Display your Form 9 showing both sides as you discuss the material below.</p> </div> <p>This is a Form 9 - please find your copy in your portfolio. ----</p> <p>You will notice that on the back of the form there are some instructions. Use these and your Manual as a reference.</p> <p>Remember, enter the Agriculture Questionnaire Number in the top left-hand space on the Form 9.</p>
3. The questionnaire	<p>Questions 1, 2 and 3 can be completed by transferring the corresponding information from Form 6. The information for Question 1 is found in Question 1 on Form 6, while the answers to Questions 2 and 3 may be taken from Questions 5 and 77 of the Agriculture Questionnaire.</p> <p>The entries in Questions 4 and 5 are self-explanatory but you must refer to the instructions on the back of this form and to your Manual for further details if forest fires are reported.</p> <p>In Questions 6 to 19, <u>do not report any forest products cut on Crown lands or any forest products purchased from any source.</u></p>
4. How to complete	

Points to cover	Procedure
5. Column 1 Quantity cut	In Column 1, enter the quantity cut in the units shown to the left of this column.
(a) cords	<p>The first unit of measurement shown is cords - this refers to the standard cord which is 128 cubic feet. It is made up of wood cut into 4-foot lengths piled 4 feet high and 8 feet long.</p> <p>In some areas, a cord refers to a pile of wood, 4 feet high and 8 feet long but may contain wood cut into various lengths. This is <u>not</u> a standard cord. It can be converted into standard cords by using Table 1 on the back of Form 9. Please look at it now. ----</p> <p><u>Ques.</u> A farmer tells you that he cut 10 cords of wood 2 feet long, how many standard cords did he cut, _____?</p> <p><u>Ans.</u> Five.</p>
(b) number	The next unit - number - is self-evident and needs no explanation.
(c) board feet	<p>The third unit - board feet - is used to estimate the amount of lumber a log will produce. Use Table 2 to obtain the board foot content of logs of different sizes. Look at it now. ----</p> <p><u>Ques.</u> How many board feet in a log 17 feet long with a top diameter of 12 inches, _____?</p> <p><u>Ans.</u> 105.</p> <p>If you had 18 logs of this size, you would multiply 105 by 18 and enter this amount in Column 1.</p> <p>Please look at Section 9, logs for railway ties, of the instructions on the back of your Form 9. ----</p> <p><u>Ques.</u> How many board feet in 10 logs, 8 feet long, for railway ties, _____?</p> <p><u>Ans.</u> 350.</p> <p>If, however, the railway ties have been cut into lengths other than 8 feet, you must convert them into board feet by using Table 2.</p>
6. Column 2	<p>In Column 2, enter the total value of all forest products cut during the past 12 months.</p> <p>If a unit value is given, for example, the average value per cord, multiply this average value by the number of cords the farmer reported he had cut. Enter the total value in Column 2 against the proper item. Remember, if the unit is not standard cords, record the total value in Column 2 first and then convert to standard cords and enter this figure in Column 1.</p>

Points to cover	Procedure
7. Columns 3 and 4	<p><u>Ques.</u> A farmer tells you that he cut 12 cords of 3-foot fuel-wood valued at \$5.00 per cord. What is the value to be shown in Column 2, _____?</p> <p><u>Ans.</u> \$60.00.</p> <p><u>Ques.</u> How many cords should be shown in Column 1, _____?</p> <p><u>Ans.</u> 9.</p>
8. Exercise I	<p>In Columns 3 and 4, the quantities reported may have been cut during the past year or at any previous time, but they must have been cut on this holding.</p> <p>Please turn to Pages 10 and 11 of your Agriculture Work Book and complete Exercise I. Use your Manual and the instructions on the back of your specimen Form 9 for reference.</p>

EXERCISE ITIME: 3:30-4:00

Allow the trainees 30 minutes to complete and correct Exercise I. Have them correct their own work from the answers given on Page 17 of the Work Book.

After trainees have completed Exercise I, distribute supplies.

Class Review of Enumerators' Work on June 2  
A - Population and Housing

Points to cover	Procedure
1. Introduction	The purpose of this class is to review some of the work you completed yesterday. This will show you whether you are on the right track and help you to avoid errors in the future. We will do this by checking and correcting the forms you completed for one household. Tonight, check the rest of your work for similar errors.
(1) Purpose of class	
(2) Time provided for questions	I am sure you have a number of questions and we have provided time for you to ask them. After we have checked a form, you will be able to ask questions about it. Also, there will be a discussion period at the end of this session when you can ask about general problems. Please hold your questions until these times.
(3) Do not mention names	I must caution you, however, to ask your questions in a general way. Do not mention names. For example, it is quite permissible to say "I had difficulty obtaining wage and salary income in <u>one</u> of my households". <u>Never mention the household by name.</u>
	One more general instruction before we start. Frequently, I will ask someone for his entry to a certain question. When I do, I expect each of you to check your own entry. If you are not certain it is correct, make a note of it and ask about it during the question period.
2. The Visitation Record	Please look at your Visitation Record. ----
(1) Front cover	<u>Ques.</u> Have you completed the entries on the front cover, _____? <u>Ans.</u> Yes.
	If anyone did not, please do so now.
	<div style="border: 1px solid black; padding: 5px; text-align: center;">           Allow time for this. Move around the room and help those having difficulty with these entries.         </div>
(2) Ink for all entries	Please turn to Page 2. ---- <u>Ques.</u> Have you used ink for all entries on this page, _____? <u>Ans.</u> Yes.
	If anyone has used a pencil, please go over your entries in ink tonight.
(3) Missed lines	Everyone please check this page to make certain you have not skipped any lines or used more than one line for a dwelling. ---- If you have, leave them blank but do not skip any lines in the future.

Points to cover	Procedure
(4) Dwellings with no one home	<p>Did anyone call at a dwelling in which no one was home yesterday? - If so, I hope you listed it in your Visitation Record on your first call. If you did not list it, <u>in this one case</u>, enter it on the line following the last dwelling you enumerated yesterday. In the future, remember to list all dwellings on your first visit.</p> <p><u>Ques.</u> What columns of the Visitation Record should be completed for dwellings with no one home, _____?</p> <p><u>Ans.</u> Column 1 or 2 (if applicable); Columns 4 and 5, Column 6 or 7 and Columns 9 to 11.</p> <p><u>Ques.</u> What should the entry in Column 9 show, _____?</p> <p><u>Ans.</u> A suitable call-back time.</p> <p><u>Ques.</u> If you call at a dwelling and no one is home — should you make any entries on Forms 2A at that time, _____?</p> <p><u>Ans.</u> No.</p> <p><u>Ques.</u> Should you reserve some Forms 2A on which you can later enumerate the household members, _____?</p> <p><u>Ans.</u> No.</p> <p>Space should not be reserved for them. When you call back, enumerate these persons on the first available Forms 2A in the Enumeration Book. Remember to enter the correct household number and address in Questions A and B for the head. They must agree with the corresponding entries in the Visitation Record for this household.</p> <p>(5) Sections II and III</p> <p>Are there any questions on Sections II and III of the Visitation Record? Remember, in Section II, you must list all lodging houses with 10 or more lodgers as well as hotels, institutions, etc.</p> <div data-bbox="360 901 855 959" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Section 2(6) following is for areas with the Postal Check only. If it is not conducted in your area, skip to Section 2(7).</p> </div> <p>(6) Postal Check Cards</p> <p>Please take your Postal Check Cards (Form 11) out of your Portfolio. ----</p> <p><u>Ques.</u> How many have you completed, _____?</p> <p><u>Ques.</u> (same trainee) How many dwellings did you visit yesterday?</p> <div data-bbox="363 1163 859 1220" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Answers should be the same to both questions unless the total number visited included some "under construction" dwellings.</p> </div>



Points to cover	Procedure
	<p>Remember, each night you must complete a Postal Check Card for each dwelling you visited that day, except those under construction.</p>
(7) Household 003 - General	<p>We will now check your Visitation Record entries for Household 003. If you have to call back to this household, examine your entries for any sample dwelling for which you have completed the enumeration. This is so we will be able to check the documents for the household later.</p>
(8) Block number	<div data-bbox="352 423 844 477" style="border: 1px solid black; padding: 5px;"> <p>Section 2(8) is for urban E.A.'s only. If all your Enumerators have rural E.A.'s, skip to Section 2(9).</p> </div> <p>Please take your E.A. map out of your Portfolio. ----</p> <p>If blocks are numbered on your map, check that you have entered the correct block number in Column 2 for Household 003. ----</p>
(9) Cols. 4, 5 and 10	<p>Now, look at your entry in Column 4 for Household 003. ---- It should show the address. In Column 5, the name of the household head must be printed.</p>
(10) Cols. 6 to 8	<p><u>Ques.</u> What have you entered in Column 10, _____?  <u>Ans.</u> 1/6.</p> <p>Now, look at Columns 6 to 8 for Household 003. ----</p> <p><u>Ques.</u> What entry have you made in Column 6, _____?</p> <p>This should include all persons living in the dwelling who were actually there on June 1.</p> <p>If you have an entry in Column 7, it should show the number of persons who usually live there, but were temporarily away on June 1.</p> <p><u>Ques.</u> Does anyone have an entry in Column 8 for any dwelling enumerated yesterday?</p>
	<div data-bbox="357 1068 849 1149" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• If YES, ask the trainee if he completed a Form 3.</li> <li>• IF NO ONE HAS AN ENTRY IN COLUMN 8, ask a trainee which form he would complete if he had an entry in this column.</li> </ul> </div> <p>Is everyone quite clear on how the Visitation Record is to be completed? If you have any questions on this form, now is the time to ask them.</p>

Points to cover	Procedure
	Allow time for questions.
3. Form 2A	<p>Please take your Enumeration Book out of your Portfolio. ---- Put your Visitation Record aside for the moment, but leave it open at Page 2.</p> <p>Please check that you have completed the entries on the front cover of your Enumeration Book.</p>
(1) Number of Forms 2A and Visitation Record entries	<p>Turn now to the Forms 2A you completed for Household 003. ----</p> <p><u>Ques.</u> How many persons in this household did you enumerate on Form 2A, _____?</p> <p><u>Ques.</u> (same trainee) What entries have you made in Columns 6 and 7 of the Visitation Record for this household?</p>
	Answers to these questions should agree.
	<p>Remember, the number of persons enumerated on Form 2A must equal the total of Columns 6 and 7 for a household. Also, the members of each household must be enumerated in consecutive sections of Form 2A and in the order in which your Manual instructed you to list them.</p>
(2) Blank sections	<p>Will everyone please look through the Forms 2A you completed yesterday to see if you have left any sections blank. If you have to return to a household for additional information for an individual, you may have a section with only a few entries. However, no section should be completely blank. Please cancel any sections left blank in error.</p>
(3) Ques. 1, A, B and C for "Head"	<p>Now, look at the Form 2A for the <u>first person</u> you enumerated in Household 003. ----</p> <p><u>Ques.</u> What entry have you made in Question 1 for this person, _____?</p> <p><u>Ans.</u> Start of a new household.</p> <p><u>Ques.</u> Did you complete Questions A, B and C, _____?</p> <p><u>Ans.</u> Yes.</p> <p><u>Ques.</u> What space did you mark on the top line of Question A, _____?</p> <p><u>Ans.</u> "0".</p> <p><u>Ques.</u> (same trainee) The second line?</p> <p><u>Ans.</u> "0".</p>

Points to cover	Procedure
	<p><u>Ques.</u> (same trainee) The third line?</p> <p><u>Ans.</u> "3".</p> <p>If anyone does not have these entries, please correct them now. ----</p> <p>Look at your entry in Question B. ---- Make sure it corresponds with that shown in Column 4 of the Visitation Record. Note that on Form 2A you must also show the name of the municipality.</p> <p>Does everyone have an entry in Question C? Remember, even though it is often not necessary to ask this question, either "Yes" or "No" must always be marked for the head.</p>
(4) Ques. 2	<p>Everyone please check that the name in Question 2 corresponds with your entry in Column 5 of the Visitation Record.</p> <div data-bbox="353 542 847 585" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow time for this.</p> </div>
(5) Ques. 3 and 4	<p><u>Ques.</u> What space have you marked in Question 3 for the first person in Household 003, _____?</p> <p><u>Ans.</u> Head of Household.</p> <p>Everyone please check that you have this entry. Also, see that either "male" or "female" is marked in Question 4.</p>
(6) Ques. 5	<p><u>Ques.</u> How many spaces have you marked on the top row of Question 5, _____?</p> <p><u>Ans.</u> One.</p> <p><u>Ques.</u> (same trainee) How many on the bottom row?</p> <p><u>Ans.</u> One.</p> <p>Remember, two spaces - one on the top line and one on the bottom line - must be marked for age, unless the person is under one year, or 100 years and over.</p>
(7) Ques. 6 to 15	<p>Look at your entries for Questions 6 to 15 now. ----</p> <p>You should have one space, and one only, marked <u>or</u> a "write-in" entry in each of these questions. Check your entries for the head of the household now.</p> <div data-bbox="360 1134 857 1190" style="border: 1px solid black; padding: 5px;"> <p>Allow time for this. While trainees are checking, move around the room and observe the work of as many Enumerators as possible.</p> </div>

Points to cover	Procedure
(8) Ques. 1, A, B and C - Other household members	<p>Now, look at your entries to Question 1 for other household members. ----</p> <p><u>Ques.</u> What have you marked in Question 1 for each of these persons, _____?</p> <p><u>Ans.</u> "Continuation of same household".</p> <p><u>Ques.</u> Have you completed Questions A, B and C, _____?</p> <p><u>Ans.</u> No.</p> <p>If you have made errors in these questions please correct them now.</p> <div data-bbox="353 471 847 516" style="border: 1px solid black; padding: 5px; text-align: center;">Allow time for this.</div>
(9) Ques. 2 to 15	<p>Now, we will check Questions 2 to 15 for these persons. As you know, Question 5 is the only question in which two spaces may be marked. All other questions must have one mark, and one only, or a "write-in" entry. Please check these questions for the members of Household 003 now.</p> <div data-bbox="353 673 847 731" style="border: 1px solid black; padding: 5px; text-align: center;">Allow time for this. Observe the work of as many Enumerators as possible.</div>
(10) Consistency - Ques. 7 and 8	<p>Look at your entries in Questions 7 and 8 for the head of the household. ----</p> <ul style="list-style-type: none"> <li>• If you have marked a province in Canada in Question 7, - "Born in Canada" should be marked in Question 8.</li> <li>• If you have shown a birthplace outside of Canada in Question 7, - a period of immigration must be marked in Question 8.</li> </ul> <p>Now, check your entries to Questions 7 and 8 for other household members.</p> <div data-bbox="358 1022 855 1072" style="border: 1px solid black; padding: 5px; text-align: center;">Allow time for this.</div>
(11) Consistency - Ques. 10	<p>Look at your entries in Question 10 for the household members. ---- The ethnic or cultural group marked for children in the household must be the same as that shown for the father. Please check this now. ----</p> <p>Did any of you have difficulty with Question 10?</p> <div data-bbox="358 1217 855 1270" style="border: 1px solid black; padding: 5px; text-align: center;">If necessary review the instructions on Question 10 and point out the purpose of this question.</div>

Points to cover	Procedure
(12) Consistency - Ques. 12 and 13	<p>Now, look at your entry in Question 12 for the head of the household. ----</p> <ul style="list-style-type: none"> <li>• If you have marked "English" in Question 12 - either "English Only" or "Both English and French" should be marked in Question 13.</li> <li>• If you have marked "French" in Question 12 - either "French Only" or "Both English and French" should be marked in Question 13.</li> </ul> <p>Check your entries to Questions 12 and 13 for other household members now.</p> <div data-bbox="365 504 858 544" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow time for this.</p> </div> <p>Are there any questions on this part of Form 2A?</p> <div data-bbox="370 638 864 678" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow time for questions.</p> </div>
(13) Ques. 16 to 25 - General	<p>Now, we will look at your entries for Questions 16 to 25 for Household 003. These questions must be completed for every person 15 years of age and over. Check that you have done so.</p> <div data-bbox="379 803 872 844" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Allow time for this.</p> </div>
(14) Ques. 16 to 18 - Specific checks	<p>Now, look at your entries to Question 16. ---- If you have marked "Yes" in this question - Questions 17 and 18 must be blank. Also, there must be entries in Questions 19 to 24.</p> <p>Please see if you have marked "Yes" in Question 17 for any member of Household 003. If you have - you should also have these entries:</p> <ol style="list-style-type: none"> <li>(1) "No" in Question 16</li> <li>(2) Question 18 blank</li> <li>(3) an entry in Question 19</li> <li>(4) entries in Questions 20 to 24 unless "Never worked" is marked in Question 19.</li> </ol>

Points to cover	Procedure
	<p>Everyone please check to see if you have marked "Yes" in Question 18 for any member of the household. ---- If you have this entry:</p> <ol style="list-style-type: none"> <li>(1) "No" should be marked in Questions 16 and 17; and</li> <li>(2) you should have entries in Questions 19 to 24.</li> </ol>
	<p>If anyone has marked "No" in all of Questions 16 to 18 - Questions 19 to 25 should be blank. Please check this now.</p>
(15) Ques. 20 to 23 - General	<p>Now, check your entries for Questions 20 to 23. Make sure none of the entries extend beyond the allotted space.</p>
(16) Ques. 20 to 23 - Specific Entries, Urban E.A.'s	<p>Now look at Question 20. ---- Make sure you have reported the full name of the employer in this question. If you have had difficulty in obtaining this information for any person you enumerated, please see me after class.</p> <p>Let us check some of your entries in Question 21. Remember, at least two words are usually required to describe the kind of business or industry correctly.</p>
	<p>Section 3(16) is for urban E.A.'s only. If the majority of your class have rural E.A.'s, skip to Section 3(17).</p>
	<p>Ask a number of trainees to read their entries to Question 21 for members of Household 003. Their entries are incomplete if they do not describe the industry in both general and specific terms.</p> <p>Trainees reporting incorrect entries should be told to study this question in their Manual and to obtain more complete information in the future.</p>
	<p>Now, let us see if you have had any difficulty in obtaining specific occupation entries.</p>

Points to cover	Procedure
	<div data-bbox="362 245 855 356" style="border: 1px solid black; padding: 5px;"> <p>Have a number of trainees read their entries for occupation for the third household. If their entries are too general or vague, e.g., one-word entries such as clerk, agent, engineer, etc., tell them to ask additional questions in the future to obtain specific answers. Refer them to the instructions and examples of acceptable entries in the Manual.</p> </div> <div data-bbox="362 420 855 474" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Section 3(17) is for rural E.A.'s only. Skip to Section 3(18) if the majority of your class have urban E.A.'s.</p> </div> <div data-bbox="106 517 239 638" style="margin-top: 20px;"> <p>(17) Ques. 20 to 23 - Specific Entries, Rural E.A.'s</p> </div> <div data-bbox="276 517 938 559" style="margin-top: 20px;"> <p>Remember, answers to Questions 20 to 23 must be consistent and must relate to the same job.</p> </div> <div data-bbox="362 649 865 951" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Have a number of trainees read their entries to Questions 20 to 23 for the third household. Listen to all four entries before commenting. An entry may appear to be correct in itself but in relation to others could be in error.</p> <p>For example, "Farming" in Question 21 may appear to be correct. However, if the person is actually a "Domestic" working in a farm home - "Private home" not "Farming" should be entered. Also, persons on farms doing housework in their OWN home should not be in the labour force at all unless they do some farm work.</p> <p>Similarly, "Farmer" in Question 22 may appear to be correct but other entries, e.g., Questions 20 and 23 may indicate the person is actually a farm labourer, a farm manager or a farm foreman (Question 20 may indicate he works for someone else and Question 23 may show he works for wages or salary).</p> <p>Trainees reporting incorrect entries to these questions should be told to study their Manual to enable them to obtain the correct information to these questions in the future.</p> </div> <div data-bbox="99 1029 235 1051" style="margin-top: 20px;"> <p>(18) Ques. 24</p> </div> <div data-bbox="271 1030 973 1098" style="margin-top: 20px;"> <p>Look at your entries to Questions 23 and 24 now. ---- If you have a mark in Question 23, you must always have an entry in Question 24. Please check this for the members of your third household.</p> </div> <div data-bbox="376 1119 871 1162" style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>Allow time for this.</p> </div> <div data-bbox="271 1176 935 1219" style="margin-top: 20px;"> <p>Remember, only weeks worked for others for wages or salary are to be reported in Question 24.</p> </div> <div data-bbox="99 1235 235 1256" style="margin-top: 20px;"> <p>(19) Ques. 25</p> </div> <div data-bbox="333 1237 851 1263" style="margin-top: 20px;"> <p>Look at your entries to Questions 24 and 25. ----</p> </div>

## Points to cover

## Procedure

- If you have shown "weeks worked" in Question 24 - you must have an entry in Question 25.
- If "None" is marked in Question 24 - Question 25 should be blank.

Ask a trainee who completed Question 25 the following questions.

Ques. How many spaces did you mark on the top line of Question 25, \_\_\_\_\_?

Ans. One.

Ques. How many on the bottom line?

Ans. One.

If wage and salary income is \$12,000 and over, one space only should be marked. In all other cases, there must be a mark on each line.

(20) Ques. 26

Question 26 should be completed only for males 25 years of age and over. Check that this is the case in your third household.

Allow time for this.

If you have an entry or entries on the top line of this question - that is "In what wars" - make sure you have marked one, and only one, space to indicate the "forces".

If "None" is marked, there should be no other entries in this question.

Are there any questions on Form 2A?

Allow time for questions.

Provide 10 minutes for break-period.

4. Form 2B

Now, look in the Housing part of your Enumeration Book and make sure that you have completed a Form 2B for Household 003.

Allow time for this.



Points to cover	Procedure
(1) Ques. A and B	<p>Remember, if a sample dwelling has usual residents -- a Form 2B must always be completed. If the dwelling is "closed", that is the household members are away for the entire enumeration period, get as much information as you can from observation or from neighbours.</p> <p>Look at your entries for Questions A and B on Form 2B for Household 003. ---- They must agree with those shown for the "Head" on Form 2A. Please check this now.</p> <div data-bbox="368 419 862 460" style="border: 1px solid black; text-align: center; padding: 2px;">Allow time for this.</div> <p><u>Ques.</u> In Question A on Form 2B, what space did you mark on the top line, _____?</p> <p><u>Ans.</u> "0".</p> <p><u>Ques.</u> (same trainee) On the second line?</p> <p><u>Ans.</u> "0".</p> <p><u>Ques.</u> (same trainee) On the third line?</p> <p><u>Ans.</u> "3".</p>
(2) Ques. 1 to 9	<p>Please check Questions 1 to 9 and see that you have marked one, and only one, space in each of these questions.</p> <div data-bbox="368 758 866 801" style="border: 1px solid black; text-align: center; padding: 2px;">Allow time for this.</div>
(3) Ques. 10 to 21	<p>Now, look at your entry in Question 9 - Water supply. ----</p> <ul style="list-style-type: none"> <li>• If you have marked "Both hot and cold" or "Cold only" - that is, one of the first two spaces - one, and only one, space should be marked in each of Questions 10 to 21.</li> </ul> <p>Please check this now.</p> <div data-bbox="368 995 866 1038" style="border: 1px solid black; text-align: center; padding: 2px;">Allow time for this.</div> <ul style="list-style-type: none"> <li>• If you have marked "No piped running water", i.e., the third space in Question 9 - make sure that Questions 10 and 11 are blank. Also, see that you have marked one, and only one, space in Questions 12 to 21.</li> </ul> <div data-bbox="368 1163 868 1206" style="border: 1px solid black; text-align: center; padding: 2px;">Allow time for this.</div>
(4) Consistency	<p>Now, let us check a few questions on Form 2B to see if your answers are consistent.</p>

Points to cover	Procedure
(5) Ques. 21 to 28	Look at Questions 3 and 5 now. ----
	<ul style="list-style-type: none"> <li>• If you have marked "1961" in Question 3, - "Less than one year" must be marked in Question 5.</li> <li>• If you have marked "1960" in Question 3, - you should have marked either "Less than 1 year" or "1-2 years" in Question 5.</li> </ul>
	Look at your entries for Questions 7 and 8. ----
	Check that your entry in Question 8, number of bedrooms, is less than your entry in Question 7 - number of rooms. ----
	In Question 12, if you have marked either of the last two spaces, make sure you have marked "Other" in Question 14.
Now, look at your entry in Question 21. ----	Please check this entry with Question C on the Form 2A for the Head of Household 003. ---- If the entry in Question 21 is wrong, correct it now.
	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Allow time for this.</div>
	<p><u>Ques.</u> What further questions on Form 2B are to be completed if "Owned (farm)" or "Rented (farm)" is marked in Question 21, _____?</p> <p><u>Ans.</u> None.</p>
	Now, let us check Questions 22 to 25. As you know, these questions are to be completed only if "Owned (non-farm)" is marked in Question 21. If your Household 003 is <u>not</u> an "Owned (non-farm)" dwelling, look at a Form 2B on which you have made this entry.
	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Allow trainees time to locate the proper Form 2B.</div>
	<p><u>Ques.</u> Have you left Questions 26 to 28 blank, _____?</p> <p><u>Ans.</u> Yes.</p>
	<p><u>Ques.</u> (same trainee) Have you marked one, and only one, space in each of Questions 22 and 23?</p> <p><u>Ans.</u> Yes.</p>
	Look at your entry in Question 23 now. ----

## Points to cover

## Procedure

- If you have marked either of the first two spaces in this question, - you must have one mark in each of Questions 24 and 25.
- If you have marked "None" in Question 23 - Question 24 should be blank. However, you still must have a mark in Question 25.

Now, let us check Questions 26 to 28. Please find a Form 2B on which you have marked "Rented (non-farm)" in Question 21.

Allow trainees time to locate the proper Form 2B.

Ques. What entries have you made in Questions 22 to 25 for this dwelling, \_\_\_\_\_?

Ans. None.

Everyone should have an entry in Question 26. Those who have shown a cash rent please raise their hand.

Ask a trainee who has marked a cash rent the following questions.

Ques. How have you marked Question 26, \_\_\_\_\_?

Ans. One and only one space marked on each line.

Ques. Have you marked either "Yes" or "No" for each part of Questions 27 and 28, \_\_\_\_\_?

Ans. Yes.

Ques. In Question 28, have you shown an amount in all cases where "Yes" is marked, \_\_\_\_\_?

Ans. Yes.

If anyone has marked "No cash rent" in Question 26, check that you have left Questions 27 and 28 blank.

Does anyone have any questions on Form 2B?

Allow time for questions.

## 5. Form 4

The next form we will discuss is Form 4 - Population Sample. I hope you have remembered to complete the Identification Entries and Questions 1 to 5 on each Form 4 you have used.

Points to cover	Procedure
6. Forms 5, 7 and 10	<p>Now, will you please turn to the Forms 2A you completed for Household 003. ---- Count the number of persons 15 years and over in this household. ----</p> <p>Your entry in Question C for the head of this household will tell you if it is a farm or non-farm dwelling. Check this now. ----</p> <ul style="list-style-type: none"> <li>• <u>If it is a farm dwelling</u> - Take the Forms 4 that you completed for this household out of your Portfolio. ---- Count them. The number should agree with your count of persons 15 years and over in this household.</li> </ul> <div data-bbox="526 474 660 490" style="border: 1px solid black; padding: 5px; text-align: center;">Allow time for this.</div> <ul style="list-style-type: none"> <li>• <u>If the dwelling is not on a farm</u> - Turn to your Visitation Record entry for Household 003. In Column 9 you should have indicated that you left a Form 4 for each household member 15 years and over. Also, the time you are to call back for the Forms 4 should be shown.</li> </ul> <div data-bbox="510 673 686 689" style="border: 1px solid black; padding: 5px; text-align: center;">Allow time for this check.</div> <p>Are there any questions on Form 4?</p> <div data-bbox="515 783 686 799" style="border: 1px solid black; padding: 5px; text-align: center;">Allow time for questions.</div> <p>Some of you may have had to use Form 5, Form 7 or Form 10. Did you have any difficulty with these forms?</p> <p>We have checked the forms you completed for one household. In Appendix C of your Manual you will find a table which will show you how to check your other work in a similar manner. Use it every night to go over the work you completed that day. Look at Appendix C now.</p> <div data-bbox="438 1029 785 1045" style="border: 1px solid black; padding: 5px; text-align: center;">Allow trainees a few minutes to look at this table.</div>
8. Form 57	<p>During our previous training session I asked you to complete three copies of Form 57 - Enumerator's Account - For Instruction for to-day's class. Will you please take these forms out of your Portfolio.</p> <div data-bbox="381 1193 852 1224" style="border: 1px solid black; padding: 5px;"> <p>Allow time for this. If some Enumerators indicate they did not complete Form 57, ask them to remain after class to complete it.</p> </div>

Points to cover

Procedure

Did anyone have any difficulty with the entries on this Form?

If there are general difficulties, clear them up by using the instructions in Sections 220 to 222 of the Enumeration Manual. However, if only one or two trainees have had problems, ask them to remain after class so that you may help them complete this form.

Collect completed Forms 57. Following the Class Review, check the accuracy of the entries on the Account Form for each Enumerator by using the instructions in Section 28 of the Field Manual.

9. Question  
period

Does anyone have any general questions?

A - URBAN - Allow the balance of the morning for questions.

B - RURAL - Allow until 11 A.M. for questions. You must start your review of Agriculture and Forestry at that time.

**GENERAL NOTE** - It is very important that you maintain control of the class during this general question period. If a number of trainees try to ask questions at the same time, no one will be heard and valuable time will be lost.

You may find it advisable to ask each trainee to state briefly the problems he encountered. A number of these will be common to the group and you will find that the number of questions raised by trainees will progressively decrease.

Use the Manual, wherever possible, to solve problems raised by trainees. In this way you will demonstrate to them that they can solve most of their future problems themselves.

Class Review Of Enumerators' Work On June 2  
B. Agriculture

Points to cover	Procedure
1. Introduction	<p>We will continue our review now by going over the Agriculture Questionnaire, Form 6. Please select a Form 6 that you have completed and follow it as we review the questions. ---</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Allow trainees time to get a Form 6.</div> <p><u>Ques.</u> Have you used ink for all entries on this Form, _____ ?</p> <p><u>Ans.</u> Yes.</p> <p>You must use ink to complete the Form 6. If you did not use ink, would you please recopy the information tonight.</p> <p><u>Ques.</u> Have you numbered Forms 6 in the order in which holdings were visited, _____ ?</p> <p><u>Ans.</u> Yes.</p> <p>It is important that you number the questionnaires in the order in which the farms are visited. Note that this number is not necessarily the same as the household number which is recorded just below the Agriculture Questionnaire Number.</p> <p><u>Ques.</u> What are the two rules which determine whether an agricultural holding is to be enumerated on Form 6, _____ ?</p> <p><u>Ans.</u> (1) The holding must be one acre or more in size; and (2) Sales of agricultural products during the past 12 months must be \$50 or more.</p> <p>These are the two requirements necessary for a holding to be enumerated on Form 6. Remember that for holdings less than one acre in size or with less than \$50 sales, but on which there is some agricultural production, the information is to be reported on Form 7.</p> <p><u>Ques.</u> Has anyone had a case where they were not sure if they should complete a Form 6 or 7?</p> <div style="border: 1px solid black; padding: 5px;">Point out that in some cases a Form 6 must be completed if the sales last year were less than \$50 but are expected to exceed \$50 in 1961. For example, sales could have been less because of crop failure or the like. This form must also be completed for holdings operated for the first time in 1961.</div>

## Points to cover

## Procedure

2. Sections I  
and II

Remember, in Question 1 you must report as the operator, the person in charge of the holding and responsible for the day-to-day decisions of the farm business. He can be the owner, tenant or hired manager as the case may be. Has anyone had a problem in determining who was the operator?

Answer any questions asked by trainees.

Be sure to list in Question 4, tracts of land located outside your E.A. if the farm headquarters are in your area. Do not include land owned by the operator but rented to someone else.

Ques. What entries do you have in Question 4 of the questionnaire you are reviewing, \_\_\_\_ ?

Ans. (Enumerator gives his entries.)

Ques. (Same trainee) What entry do you have in Question 5?

Ans. (Enumerator gives his entries.)

Entry in Question 5 must equal the total of Question 4.

Ques. (Same trainee) Now, what are your entries in Questions 6(a), (b) and (c)?

Ans. (Enumerator gives his entries.)

The total of Questions 6(a), (b) and (c) must agree with the entry in Question 5. The entries for each type of tenure must also agree with the corresponding entries in Question 4.

Ask another Enumerator for his entries in Questions 4, 5 and 6. Make sure they agree.

Ques. Have you an entry in Question 7, \_\_\_\_ ?

Ans. Yes.

You must always have an entry in this question. Remember to include all the farm property that is operated, whether it is owned, rented or managed.

Points to cover	Procedure
<p>3. Sections III, IV and V</p>	<p>Now, we will review Section III - Field Crops. ----</p> <p><u>Ques.</u> Have you had any difficulties, in determining in which question the various types of hayland are to be reported, ____ ?</p> <div data-bbox="361 341 856 388" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Answer any questions asked by the trainees.</p> </div> <p><u>Ques.</u> Have you reported potato acreages to the nearest tenth of an acre where necessary, ____ ?</p> <p><u>Ans.</u> Yes.</p> <p><u>Ques.</u> Have you been reporting the area of potatoes even if they are being used only for home use, ____ ?</p> <p><u>Ans.</u> Yes.</p> <p>It is important that all areas of potatoes be reported, even if they are being grown only for home use. Fractions of acres are to be reported in tenths.</p> <p><u>Ques.</u> Does anyone have entries in Questions 37 to 40? ----</p> <p>If you do have entries, make sure they apply only to fruits grown <u>mainly for sale</u>.</p> <p><u>Ques.</u> Does anyone have entries in Questions 42 to 49? ----</p> <p>If any of you do have entries, make sure that <u>25 or more</u> trees are reported.</p>
<p>4. Sections VI to X</p>	<p>Would everyone please add the areas recorded in Sections III, IV and V of this questionnaire.</p> <div data-bbox="356 983 852 1026" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Allow trainees time to make this addition.</p> </div> <p>Now, check this total with your entry in Question 73. They must agree, unless there is double cropping.</p>



Points to cover	Procedure
	<p>Now, will everyone add the entries in Questions 73 to 78. The total of these entries must agree with those in Question 79 and Question 5.</p> <p>Be sure to mark the "None" boxes in Questions 73 to 78 if no acreage is reported.</p> <div data-bbox="363 373 860 431" style="border: 1px solid black; padding: 5px;"> <p>The following question is for provinces OTHER THAN THE PRAIRIE PROVINCES AND BRITISH COLUMBIA.</p> </div> <p>Does anyone have any entries in Questions 83 to 87? ----</p> <div data-bbox="363 512 860 581" style="border: 1px solid black; padding: 5px;"> <p>If any of the trainees have entries for these questions, explain that these questions ONLY APPLY IN THE PRAIRIE PROVINCES AND BRITISH COLUMBIA and should not be asked elsewhere.</p> </div> <p><u>Ques.</u> Does anyone have any entries in Questions 89 to 99? ----</p> <div data-bbox="363 676 860 733" style="border: 1px solid black; padding: 5px;"> <p>If any of the trainees do have entries for these questions, remind them that the quantities must be reported in pounds.</p> </div> <p><u>Ques.</u> In Questions 100 to 111, have you always recorded both the number of machines and their value, ____ ?</p> <p><u>Ans.</u> Yes.</p> <p><u>Ques.</u> Have you been able to get a value estimate from the operator for each machine?</p> <div data-bbox="363 935 860 1006" style="border: 1px solid black; padding: 5px;"> <p>If there has been any difficulty, suggest that the Enumerator ask the operator what he would be willing to pay for a machine of the same make, age and condition.</p> </div>

Points to cover	Procedure
5. Sections XI to XIII	<p><u>Ques.</u> Do you have an entry in Question 114, ____ ?</p> <p><u>Ans.</u> Yes.</p>
	<p>Question 114 must always have an entry. If there is no electric power on the holding, the "None" box must be marked.</p>
	<p>The questions in Sections XI and XII ask for the numbers of livestock and poultry on the holding. Remember to include all livestock and poultry on the holding even if they are being pastured or fed for some other person.</p>
	<p><u>Ques.</u> The entry in Question 115 must check with the total of what other entries, ____ ?</p> <p><u>Ans.</u> The total of the entries in Questions 115(a) to (e).</p>
	<div style="border: 1px solid black; padding: 5px;"> <p>Ask the trainee to list his entries for these questions and see that they do check. Make a similar check for the following two questions.</p> </div>
	<p><u>Ques.</u> The entry in Question 120 must check with the total of what other entries, ____ ?</p> <p><u>Ans.</u> The total of the entries in Questions 120(a) and (b).</p>
	<p><u>Ques.</u> The entry in Question 125 must check with the total of what other entries, ____ ?</p> <p><u>Ans.</u> The total of the entries in Questions 125(a) to (d).</p>
	<p><u>Ques.</u> Do you have an entry in Question 116 that is greater than the entry in Question 115(d), ____ ?</p> <p><u>Ans.</u> No.</p>
	<div style="border: 1px solid black; padding: 5px;"> <p>Explain that the entry for Question 116 must NEVER BE greater than the entry in Question 115(d).</p> </div>
	<p>Now, let's check a few questions in Section XI to see if your answers are consistent.</p>
	<p>Look at Questions 117 and 115(e) now. ----</p>

Points to cover	Procedure
6. Sections XVI and XVII	<p>Your entry in Question 117 cannot be larger than the one in 115(e).</p> <p>Now, check that the entry in Question 121 is not larger than the entry in Question 120(b). ----</p> <p>Also, check the entry in Question 126 - it must not be larger than the one in Question 125(a). ----</p> <div data-bbox="370 400 866 454" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Make sure the trainees are clear on the correct relationships of the above. Errors should be corrected by the trainees at this time.</p> </div> <p><u>Ques.</u> Have you an entry in Question 141, ____ ?  <u>Ans.</u> Yes.</p> <div data-bbox="370 555 866 608" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>If necessary, explain that this question must always have an answer.</p> </div> <p><u>Ques.</u> Does anyone have a "Yes" answer in Question 141? ----</p> <p>If so, make sure you intended to show that the income from work off the farm was <u>greater</u> than the income from the sale of agricultural products during the past 12 months.</p> <p>Look at your entry in Question 142. ---- If you have shown a number of days - you must have an entry in Question 143. Please check this now.</p> <div data-bbox="378 877 873 917" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Allow time for this check.</p> </div> <p>It is very important that both the number of days of part-time work and also the kind of part-time work is reported where applicable.</p> <p>In Question 144, you are to report the number of weeks worked on a full-time basis.</p> <p><u>Ques.</u> Do you record housework as agricultural labour, ____ ?  <u>Ans.</u> No.</p>

Points to cover	Procedure
7. Section XVIII	<p><u>Ques.</u> If the operator reports that he had 3 men hired for 10 days last fall during harvest time, how many weeks of labour would be reported, _____ ?</p> <p><u>Ans.</u> 5 weeks (3 men for 10 days = 30 days = 5 weeks).</p>
	<p>Section XVIII deals with the production of whole milk during the month of May.</p>
	<p>Have you had any problems in converting to equivalent pounds of milk?</p>
	<p><u>Ques.</u> What entries do you have in the two columns for Question 146, _____ ?</p> <p><u>Ans.</u> (Enumerator gives his entries.)</p>
	<div style="border: 1px solid black; padding: 5px;"> <p>Make sure the Enumerator's conversion to equivalent pounds of milk is correct. Ask several other Enumerators for their entries and make sure they have converted correctly. The entry in Column 2 should be 10 times the entry in Column 1.</p> </div>
8. Section XIX	<p><u>Ques.</u> What are your entries for Question 147, _____ ?</p> <p><u>Ans.</u> (Enumerator gives his entries.)</p>
	<div style="border: 1px solid black; padding: 5px;"> <p>Make sure the Enumerator converted correctly.</p> </div>
	<p>Now, will everyone please add their entries in Column 2 for Questions 146 to 150. The total must agree with your entry in Question 151.</p>
	<div style="border: 1px solid black; padding: 5px;"> <p>Allow time for this check. Ask trainees to check their entries to these questions on other questionnaires tonight.</p> </div>
	<p><u>Ques.</u> Have you recorded both dollars and cents in Questions 152 to 155, _____ ?</p> <p><u>Ans.</u> No.</p>
	<p>Dollars only are to be recorded in these questions, and also in Questions 156 to 180.</p>

Points to cover	Procedure
<p>9. Section XX</p>	<p><u>Ques.</u> For each of Questions 152 to 155 have you marked the "None" box if no amount was reported, ____ ?</p> <p><u>Ans.</u> Yes.</p> <div data-bbox="378 323 871 408" style="border: 1px solid black; padding: 5px;"> <p>Ask the class if anyone has enumerated a rented farm for which rent was paid on a "share or kind" basis. If a trainee has, ask him if he was able to get an estimate of the market value of the share rent.</p> </div> <p>Now, we will review Section XX which deals with the sales of agricultural products. Have any of you encountered any difficulty in obtaining the sales' information from the farmer?</p> <p>Be sure to include deficiency payments if any were received.</p> <p>Now, look at Questions 156 to 180. ----</p> <p><u>Ques.</u> Let us suppose that the operator you are enumerating is a tenant. Will you include both the landlord's and tenant's share in these questions, ____ ?</p> <p><u>Ans.</u> Yes.</p> <div data-bbox="378 758 871 798" style="border: 1px solid black; padding: 5px;"> <p>In Prairie Provinces, ask the following question.</p> </div> <p><u>Ques.</u> In what question do you report the acreage payment received in the fall of 1960, ____ ?</p> <p><u>Ans.</u> In Question 161.</p>
<p>10. Section XXII</p>	<p><u>Ques.</u> Does anyone have a "Yes" answer to Question 183? ----</p> <div data-bbox="378 964 871 1059" style="border: 1px solid black; padding: 5px;"> <p>ONTARIO, SASKATCHEWAN, ALBERTA AND BRITISH COLUMBIA</p> <p>Make sure that the trainees understand that when they do have a "Yes" answer, they must complete an Irrigation Questionnaire, Form 8.</p> </div> <div data-bbox="378 1094 871 1166" style="border: 1px solid black; padding: 5px;"> <p>OTHER PROVINCES: If anyone does have a "Yes" answer to this question, make sure that the irrigation does NOT refer just to the watering of a home garden.</p> </div>

Points to cover	Procedure
11. Section XXIII	<p><u>Ques.</u> Does anyone have a "Yes" answer to either Question 185 or 186? ----</p> <div data-bbox="342 292 837 364" style="border: 1px solid black; padding: 5px;"> <p>Make certain that the trainees understand that if they have a "Yes" answer to either of these questions, they must complete a Woodland Questionnaire, Form 9.</p> </div>
12. Comments Section and Enumerator's Record	<p>Be sure to use the "Comments" section to make notes of any unusual circumstances about the holding or its operator which you feel may be helpful in explaining any of the answers recorded on the questionnaire.</p> <p>Also, be sure to answer Questions 187 to 192 in the section called "Enumerator's Record" before terminating the interview. It is always desirable at this point to make a check of the questionnaire for any errors or omissions, particularly on the key questions. Try to follow this rule before completing the interview with the operator.</p>
13. Maps  (a) Prairie Provinces	<div data-bbox="342 646 837 704" style="border: 1px solid black; padding: 5px;"> <p>Section 13(a) is for Prairie Provinces only. Other provinces, skip to 13(b).</p> </div> <p>Will everyone please take their E.A. maps and township plans out so that we can check them. Most of you will have a township plan and I want you to refer to this.</p> <p><u>Ques.</u> Are you entering the Agriculture Questionnaire numbers on the township plan, ____ ?</p> <p><u>Ans.</u> Yes.</p> <p>If anyone did not, you should do this tonight. For E.A.'s without township plans, the Agriculture Questionnaire numbers must be entered on the E.A. map.</p>
(b) Other Provinces	<div data-bbox="339 1005 837 1053" style="border: 1px solid black; padding: 5px;"> <p>Prairie Provinces, skip to 14.</p> </div> <p>Will everyone please take their E.A. maps out so that we can check them. If you have an enlarged map on the back, I</p>

Points to cover	Procedure
14. Conclusion	want you to refer to this, otherwise use the regular E.A. map.
	<u>Ques.</u> Are you entering the Agriculture Questionnaire numbers on your map, _____ ?
	<u>Ans.</u> Yes.
	If anyone did not, you should do this tonight. In future make sure that you put these numbers on your map.
	This completes our review of Form 6. Appendix D of your Manual contains review instructions for the Agriculture Questionnaire and you should refer to them whenever necessary. Are there any further questions on the Agriculture Questionnaire (Form 6) ?
	<div data-bbox="386 530 883 575">Allow time for questions.</div>

## Class Review of Enumerators' Work on June 2

## C. Woodland Questionnaire

Points to cover	Procedure
1. Introduction	<p>The next form we will check is the Woodland Questionnaire, Form 9. If you have completed any of these forms, please select one for checking purposes. Also, please take the Form 6 that you completed for the same holding out of your Portfolio. ----</p> <p>Some entries on the Woodland Questionnaire must agree with those on Form 6.</p> <p><u>Ques.</u> Have you entered the same Questionnaire Number on both forms, _____?</p> <p><u>Ans.</u> Yes.</p> <p><u>Ques.</u> Have you transferred the name and address from Question 1 of Form 6 to Question 1 of Form 9, _____?</p> <p><u>Ans.</u> Yes.</p> <p>If anyone did not, make these corrections now. ----</p> <p>Now, will you look at Question 77 on Form 6. ----</p> <p><u>Ques.</u> Did you transfer this entry to Question 3 on Form 9, _____?</p> <p><u>Ans.</u> Yes.</p> <p>If anyone has not done this, please do so now. ----</p>
2. Consistency with Form 6	<p>3. Conversions</p> <p>As you know, Questions 6 to 19 may be completed by using the instructions on the back of the Woodland Questionnaire. Let's see if you can use them properly.</p> <p><u>Ques.</u> A farmer tells you he cut 100 cords of one-foot fuelwood. How many standard cords is this, _____?</p> <p><u>Ans.</u> 25.</p> <div data-bbox="350 917 844 974" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>If the Enumerator fails to give the correct answer, refer him to Table 1 of the instructions.</p> </div> <p><u>Ques.</u> How many cords in a small carload of pulpwood, _____?</p> <p><u>Ans.</u> 17.</p> <div data-bbox="352 1072 846 1128" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>If the Enumerator answers incorrectly, refer him to Item 8 of the instructions.</p> </div> <p>Remember, you must show coniferous pulpwood separately from other species in Question 8. Look at this now. ----</p> <p><u>Ques.</u> How many board feet in 100 logs 16 feet long with an average top diameter of 12 inches, _____?</p> <p><u>Ans.</u> 9,500.</p>



Points to cover

Procedure

If the Enumerator answers incorrectly, refer him to Table 2 of the instructions.

Are there any problems on the use of Form 9?

Allow time for discussion.

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